DCPL 2020 #7
1958-1960 Member notes

CALIFORNIA LIBRARY ASSOCIATION | 829 Coventry Road - Berkeley 7 - California

23 February 1960

Dear Mr Powell,

As chairman of the Intellectual Freedom Committee of the California Library Association and as a member of the American Library Association I am greatly distressed to learn that the American Library Association's Newsletter on Intellectual Freedom is being discontinued. It would seem that one of the most pressing of current problems is being ducked because of a rather inconsiderable financial difficulty. Certainly the problem of censorship is more important than many of the inconsequential projects which swallow up so much of the Association's funds.

At the moment the Post Office Department is fanning a public alarm over so-called "obscene" mailings; representatives in Congress are doing the bidding of sectarian censors; local police authorities are intimidating booksellers. This is hardly the time to retrench at the expense of intellectual freedom.

I hope that it will be possible for the American Library Association to reconsider its decision to abandon the Newsletter.

Yours sincerely,

Henry Madden

Chairman, Intellectual Freedom Committee

Mr Benjamin E. Powell
President
American Library Association
Duke University Library
Durham, North Carolina

Copy to Committee Members
President Bayless
Secretary Yelland
Professor Merritt
Mr Eshelman

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

GEORGE W. WATTS
CITY MANAGER

April 14, 1959

Dr. L. Farber
159 Wilshire Ave.,
Daly City, California

Dear Dr. Farber:

At the regular meeting of the City Council on April 13th, it was decided that they would like to meet with your Honorable Body at the City session on Wednesday, April 22nd, to discuss the appointment of a new architect.

Your presence, and that of your commission, is requested to be in attendance.

Very truly yours,

George W. Watts
City Manager

GWW:pb

OFFICE OF THE PERSONNEL BOARD

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

CITY HALL - PLaza 5-0850

Mayor
Joseph J. Verducci
Councilmen
hael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

June 14, 1957

Daly City Library Commission
City Hall
Daly City, California

Attention: Dr. Lionel Farber, Chairman

Dear Sir:

At its regular meeting of June 11th, 1957, the Personnel Board held a public hearing to determine the titles and duty statements of all positions in the Library. The Board has decided the following changes would be recommended to the Council:

> The titles of Senior Librarian and Children's Librarian be changed to Librarian II and Librarian I, and the minimum qualifications as recommended by the Commission's letter of March 14th for City Librarian, Senior Librarian, and Children's Librarian be incorporated in the respective duty statements.
>
> The titles for the positions of Senior Library Assistant, Junior Library Assistant, and Library Page be changed to Library Assistant III, Library Assistant II, and Library Assistant I, and the enclosed duty statements be adopted.

Before submitting these recommendations to the City Council, the Board feels that the Library Commission should have the opportunity to express to the Board any reasons why these changes should not be made. For this reason, the Board voted to continue the Public Hearing until it has received a reply from the Library Commission.

Very truly yours,

H. E. Bosbery, Chairman

FA/jan
Attach

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
February 10, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelachava, Frank De Martini, Clifford Dignam, Maude Hanselman.
MEMBERS ABSENT: None

GUESTS: Sam Chandler, Librarian, Loris Irick, Cecil Saarinen, Maxine Gates, Rose Marie Kraus and Velma Yule

Mr. Chandler reported that the council had not acted on the Commission's letter asking that Mr. Gloe be authorized to write up the specifications for the library furniture for a fee of $1,000. Mr. Chandler and Dr. Farber will meet with Mr. Hupf next week to discuss an approximate figure of the total cost of the furniture ($30,000) in order to relate it to the fee.

It was decided to wait until the new City Manager arrives before work is begun on the new budget.

The monthly library report was received and discussed. It was noted that although the circulation for January, 1960 is less than January, 1959, it is still higher than January, 1958.

Several members of the library staff attended the Commission meeting in order to register a few complaints and grievances and to have some questions answered regarding their working conditions.

Mr. Chandler read a lengthy paper on the procedure that should be taken by the Commission on hearing staff complaints. However, as this was just an informal discussion among the library staff and the Commission in order to bring a better spirit of understanding among all concerned, the Commission members were not too happy about some of the material included in the letter.

Dr. Farber called on each staff member present to discuss her particular problem and after hearing each in turn, the board felt that two situations needed clarifying.

1. Evaluation of the Daly City library stock of books.
2. Mrs. Saarinen's wish to continue working in the Daly City Library.

After some discussion about the book stock and the transferring of some books to Westlake, the Commission decided it is not in favor of taking books from the Daly City Library in order to fill the shelves in Westlake; thereby leaving the Daly City Library unbalanced. Mr. Chandler said that he would notify the Commission before any books were removed.

Mrs. Saarinen said she did not have transportation, and it would work a hardship on her if she should be called upon to work at the Westlake Library. Mr. Chandler stated that she could continue working in the Daly City Library, however, it may mean that someone else will have to be trained to take over her particular tasks.

After hearing all express themselves, the Commission feels that probably some of the difficulty stems from too little space in which to work and the fact that the library is understaffed.

Dr. Farber said that only with a strong and firm administrator and a spirit of cooperation and harmony among the staff members and with the librarian can the library serve the patrons in a satisfactory manner.

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION.
City Hall, Daly City, California
March 9, 1960

Members present: Dr. Farber, Clifford Dignam and Maude Hanselman

Members absent: Sarah Kelechava and Frank De Martini

Guests: Samuel Chandler, Librarian and John Gloe, Architect

Dr. Farber read a letter he had written to the new City Manager, Mr. Edward Frank, extending him a cordial welcome to Daly City and inviting him to the Commission meeting. In reply, Mr. Frank thanked the Commission for the letter and stated that he would not be able to attend the March meeting, but hoped to be present in April.

The Commission members were pleased to hear that Mr. Frank had phoned the State Librarian in Sacramento asking for assistance in specifications for the furnishings for the Westlake Library. Mrs Zimmerman replied in a special delivery letter that the state would be glad to provide consulting service relative to the furnishing of the new library. The Commission was in favor of having Mr. Frank arrange a time schedule suitable to all concerned. Mr. Chandler was asked to notify all library furniture companies of the new library and to ask for bids from them.

Mr. Chandler reported that the budget must be ready by March 15, 1960, and it will be presented to the Council on April 16. Mr. Frank will require written justification for each changed item on the budget. The Commission studied the budget carefully item for item with Mr. Chandler. The Commission recommended under salaries that the following changes be made:

Librarian I -- from 12 to 13
2 clerks graded up to 10
2 clerks graded up to 8
City librarian from 16 to 19
full-time custodian

Mr. Chandler was directed to write the needed justification for each change. He will meet with the personnel board on March 10, 1960.

Mr. Gloe reported that the new library was on schedule and perhaps will be ready in two months. Mr. Gloe will discuss the color scheme of the ceilings, walls and floors with Mr. Chandler and the Commission with the idea of coordinating the furniture colors later.

The budgetary report was carefully studied and Mr. Chandler was directed to buy books to the total amount of the book budget.

The Commission members hope to visit other new libraries in the area in the near future.

There being no further business, the meeting was adjourned at 10:40 P.M.

Maude Hanselman, Secretary

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

EDWARD FRANK
CITY MANAGER

March 7, 1960

Mr. Lionel Farber
Chairman, Library Commission
City Hall
Daly City, California

Dear Mr. Farber

Thank you very much for your letter welcoming me to Daly City.

Unfortunately, I will not be able to attend the March meeting of the Library Commission due to the number of night meetings scheduled during the week, but I will definitely attend the meeting on April 13.

In the meantime, I hope to become individually acquainted with you and the members of your Board.

Very sincerely yours

Ed. Frank

Edward Frank
City Manager

am

March 4, 1960

Mr. Edward Frank,
City Manager,
Cith Hall, 75 Wellington St.
Daly City, California

Dear Mr. Frank:

The Daly City Public Library Commission welcomes you to Daly City and wishes you success, satisfaction and happiness in your new position.

The Commission regularly meets at 8 P.M. on the second Wednesday of each month and hopes that you will find it convenient to attend our meetings as often as possible.

We are looking forward to meeting you. The Commission sincerely hopes that our relationship will be one of mutual trust, benefit, satisfaction and understanding and that you will take advantage of the duties and responsibilities of the Commission with respect to Daly City Library affairs to lighten your tasks as far as possible.

Our next meeting is Wednesday, March 9.

With best wishes to you and your family for a very pleasant, happy and satisfying time in Daly City,

Very sincerely yours,

Lionel Farber
Chairman, Library Commission

LF:as

159 Wilshire Ave
Daly City

March 4, 1960

Miss Virginia L. Ross,
Librarian,
San Mateo County Free Library
Redwood City, California

Dear Virginia:

I wish to commend you on the article in the January California Librarian on "The Growing Menace". I heartily agree with you on the ideas expressed and feel that all of us who are aware of the growing danger to intellectual freedom must do all we can to combat the tendency and to stop the bigots and opportunists and the misguided from putting the people in mental straight jackets.

With best regards,

Very sincerely yours,

Lionel Farber

LF:as

March 4, 1960

Mr. Henry Madden
Chairman, Intellectual
Freedom Committee
Fresno State College
Fresno 26, California

Dear Mr. Madden:

As a member of the Intellectual Freedom Committee of CLA I should like to do whatever I can to spread intellectual freedom through the principles and aims of the committee.

If possible, I should like to obtain a copy of House Bill HR 7379, or of its content, in order to become more fully aware of its proposals. I feel quite strongly about the attempts which are being made throughout the country to throttle intellectual freedom in all its manifestations. I intend to write to our senators stating my views, as soon as I know more about this proposed bill to extend censorship powers to the Post Office Department.

I congratulate you on the stand taken in your letter to Mr. Powell. In these "trying times" we have to do all we can to prevent the stifling of ideas and the attempts to put our thoughts and ideas in a straight jacket of someone else's design.

Very sincerely yours,

Lionel Farber,
Chairman, Library Commission

LF:as

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441, EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

March 14, 1960

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Doctor Farber:

Many thanks for your kind words regarding my article in the CALIFORNIA LIBRARIAN. That assignment to appear on the panel with Mr. Francis was really a tough one, and it seemed rather like crawling out on a limb. Since then I have found that I am not in such a lonely spot after all, and I really appreciate the people who have taken the trouble to express some agreement with my views.

Thanks again.

Sincerely yours,

Virginia L. Ross
County Librarian

VLR:eg

CALIFORNIA
LIBRARY
ASSOCIATION
A NON-PROFIT CORPORATION

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

Henry Madden
College Librarian
Fresno State College
Fresno 26, California

10 March 1960

Dear Mr Farber,

I was very happy to have your letter of 4 March with its expression of your desire to work actively for the aims of our committee.

I have no copy of HR 7379, but your librarian can easily obtain it for you. In effect, it strengthens the arbitrary power of the postal authorities to impound mail for lengthened periods of time (thereby puting great economic pressure on the mailer) and by placing the burden of proof that the material is not obscene on the mailer rather than proving that it is obscene on the Post Office Department.

You may be interested in S 2562, a Senate bill to strengthen the criminal penalties for mailing, importing, or transporting obscene matter. This would increase the penalties to a maximum of $5000 fine and/or five years in prison for the first offense, with increasing steps for second and third offenses.

Because this is not a legislative year in California, I think we have relatively little to fear from new legislation in this state. Our main concern should be with legislation proposed in Congress. As long as the present Postmaster General personally continues to whip up hysteria about the influence of reading on juvenile delinquency there will be no respite for those opposed to censorship. My personal feeling is that the Postmaster General should enforce existing laws, and not go out and seek to put harsher laws into effect. He has been delivering inflamatory lectures to groups which are already convinced that there is a flood of obscenity engulfing our youth.

We also have to be watchful about vigilante activity, of which there were some examples recently in your own county. Letters to the local newspapers, participation in forums and debates, and publicity in general to show that not everyone is on the side of the censors, are all necessary to combat this vigilante activity.

Yours sincerely,

Henry Madden

Chairman, Intellectual
Freedom Committee

Mr Lionel Farber
Chairman, Library Commission
City Hall
Daly City, California

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL
MARCH 14, 1960

These minutes, being a record of proceedings, certify that the City Council met in the Council Chambers, Monday evening, March 14, 1960, at the hour of 8:15 o'clock P.M.

The meeting was called to order by Mayor Dennis and upon roll call, Councilmen DeBernardi, Pacelli, St.Clair, Verducci, Dennis, the City Manager, City Attorney, City Engineer, Director of Finance and City Clerk were noted present.

It was moved by Councilman DeBernardi, seconded by Councilman St.Clair and carried that the minutes of the meeting held on February 23, 1960, be approved, as submitted.

Mayor Dennis introduced Superior Judge Frank B. Blum who stated that he was appearing before the Council with a request. He referred to the fact that Richard Lair, 12 Fairview Avenue, a Jefferson High School senior, has been chosen to attend the White House Youth Conference in Washington, D. C. The San Mateo County Board of Supervisors had voted some money to help Richard with his expenses and Judge Blum believed that Daly City would also like to encourage him and help him on his way by authorizing an expenditure of $250.00 for this purpose. It was moved by Councilman Verducci, seconded by Councilman St.Clair and unanimously carried that a resolution be prepared authorizing an expenditure of $250.00 to help send Richard Lair to the White House Youth Conference.

COMMUNICATIONS:

A letter from William E. Chapman, City Engineer, submitting for approval the final payment for the surging of Well No. 12. It was moved by Councilman St.Clair and seconded by Councilman Pacelli that the following resolution be adopted:

Resolution No. 2734, Authorizing Transfer From Unappropriated Surplus To Water Department Account for Surging Well No. 12.

Motion to adopt above resolution carried by the following roll call vote:

Ayes: DeBernardi, Pacelli, St.Clair, Verducci, Dennis
Noes: None
Absent: None

A letter from J. A. Arch, Director of Finance, recommending that a license be issued to Douglas H. Smith, dba, Douglas H. Smith Insurance Office, to conduct an insurance office at 6178 Mission Street. It was moved by Councilman DeBernardi, seconded by Councilman Verducci and unanimously carried that the license be issued as recommended by the Director of Finance.

A letter from J. A. Arch, Director of Finance, recommending that a license be issued to Robert L. Martindale, dba, Gayles Cleaners, to conduct a cleaning agency at 7389 Mission Street. It was moved by Councilman St.Clair, seconded by Councilman DeBernardi and unanimously carried that the license be issued as recommended by the Director of Finance.

A letter from J. A. Arch, Director of Finance, recommending that a Dance Permit be issued to the Village Nursery School to conduct a dance at the Westlake Auditorium on April 30, 1960. It was moved by Councilman DeBernardi, seconded by Councilman St.Clair and unanimously carried that the Dance Permit be issued as recommended by the Director of Finance.

A letter from the Planning Commission recommending that a variance from the strict application of Section 3.13 of Ordinance No. 294 be granted to Ricco Lagomarsino to reduce Lots 8 and 9, Block 6, Vista Grande No. 1 from a minimum of 2500 square feet to a minimum of 1850 square feet. It was moved by Councilman DeBernardi, seconded by Councilman Pacelli and unanimously carried that the variance be granted as recommended by the Planning Commission.

A letter from the Planning Commission recommending that a Use Permit be granted to Frank Martorana, 7073 Mission Street, for the construction and use of an apartment-type building in a commercial zone located at the southwest corner of Vista Grande and Hillside Boulevard. It was moved by Councilman Verducci, seconded by Councilman St.Clair and unanimously carried that the Use Permit be granted as recommended by the Planning Commission.

COMMUNICATIONS (Continued)

A letter from the Planning Commission recommending that a Use Permit be granted to Rose Shahadeh, 9191 Geary Street, San Francisco, for the operation of a coin-operated laundromat at 7380 Mission Street. It was moved by Councilman St.Clair, seconded by Councilman Pacelli and unanimously carried that the Use Permit be granted as recommended by the Planning Commission.

A letter from the Planning Commission recommending that a variance from the strict application of Section 3.44 of Ordinance No. 294 for the elimination of a questionable setback on property located north of the War Memorial Building be granted to Frank Carrorana, 7073 Mission Street. It was moved by Councilman St.Clair, seconded by Councilman Verducci and unanimously carried that the variance be granted as recommended by the Planning Commission.

A letter from the Planning Commission recommending that a Use Permit be granted to Albert E. Jestadt, 1515 Dix Street, San Mateo, for the installation of a muffler shop at 1071 Junipero Serra Boulevard. It was moved by Councilman Verducci, seconded by Councilman St.Clair and unanimously carried that the Use Permit be granted as recommended by the Planning Commission.

A letter from the Westlake Subdivisions Improvement Association affirming its stand of March 2, 1950, backing the Council's proposed freeway route Y-T as presented by the City Council at the Public Hearing on freeways held in South San Francisco on January 13, 1960. Letter ordered filed.

A letter from the Planning Commission recommending that a Use Permit be granted to Anita R. Lopez, 449 Hillside Boulevard, for the installation of a coin-operated launderette at 6169 Mission Street. It was moved byCouncilman Pacelli, seconded by Councilman DeBernardi and unanimously carried that the Use Permit be granted as recommended by the Planning Commission.

UNFINISHED BUSINESS:

The matter of the Petition for Annexation of property in the Castle Tract Homestead Association was discussed. Mr. Bernard Etcheverry, representing the petitioners, asked if the Hearing could be set for May 2, 1960. It was moved by Councilman Verducci, seconded by Councilman DeBernardi and carried that the reading of Resolution No. 2780 be waived and that it be read by title only. It was moved by Councilman DeBernardi and seconded by Councilman Verducci that the following resolution be adopted:

Resolution No. 2780, Giving Notice of Proposed Annexation and Setting Time and Place of Hearing of Objections to the Proposed Annexation.

Motion to adopt the above resolution carried by the following roll call vote:

Ayes: DeBernardi, Pacelli, St.Clair, Verducci, Dennis
Noes: None
Absent: None

The matter of the Notice of Intention to Relinquish a portion of a frontage road at the intersection of the Coast Highway, Route 56, with the Skyline Boulevard, Route 35, was discussed. It was moved by Councilman St.Clair, seconded by Councilman Pacelli and unanimously carried to acquiesce to the relinquishment as requested by the State Department of Public Works.

NEW BUSINESS:

A Memorandum from the City Engineer was read, submitting for consideration and approval, the matter of the construction of the 14" transmission line from Well No. 12 to St. Francis Heights. Mr. Frank, City Manager, explained the necessity for this line and requested that a transfer of funds be made for this project. It was moved by Councilman St.Clair, seconded by Councilman Verducci and unanimously carried that a 14" transmission line be constructed from Well No. 12 to the St. Francis Heights area as recommended by the City Manager.

NEW BUSINESS: (Continued)

A Petition for Annexation of property in the $75.00 Lot Homestead Association was submitted by Glen D. and Beatrice Nolan. Mr. Bernard Etcheverry representing the petitioners requested that the Hearing be set on May 9, 1960. City Attorney was instructed to prepare a resolution for the next meeting.

RESOLUTIONS:

It was moved by Councilman Verducci and seconded by Councilman DeBernardi that the following resolution be adopted:

Resolution No. 2786, Approving 1960 Street Deficiency Report.

Motion to adopt the above resolution carried by the following roll call vote:

Ayes: DeBernardi, Pacelli, St.Clair, Verducci, Dennis
Noes: None
Absent: None

At this time, Councilman DeBernardi asked for permission to discuss an item out of Agenda order. He was granted permission and he stated that it was his understanding that the terminus for the Rapid Transit was to be at Knowles Avenue and he believed that it should be there. He stated that information had been received designating the terminal at Westlake Avenue in the vicinity of Marcubank Park. The City Manager was instructed to contact the Rapid Transit District on this matter and submit a report to the Council.

It was moved by Councilman Verducci and seconded by Councilman Pacelli that the following resolution be adopted:

Resolution No. 2787, Accepting Completion of Certain Project in the Public Works Department.

Motion to adopt the above resolution carried by the following roll call vote:

Ayes: DeBernardi, Pacelli, St.Clair, Verducci, Dennis
Noes: None
Absent: None

It was moved by Councilman St.Clair and seconded by Councilman Verducci that the following resolution be adopted:

Resolution No. 2788, Cancelling Warrant No. 4699

Motion to adopt the above resolution carried by the following roll call vote:

Ayes: DeBernardi, Pacelli, St.Clair, Verducci, Dennis
Noes: None
Absent: None

MOTIONS:

Mr. John Schaefer, 752 No. Mayfair Avenue, addressed the members of the Council and commended them on their firm and unanimous stand on the proposed freeway Route Y-T. He spoke in opposition to any Public Hearing at this time.

Mayor Dennis stated that the Council is unanimous in favoring Route Y-T and that no further action will be taken until a report is received from the State Highway Division. If the decision of the State is an adverse one, then the Council will request a public hearing at that time.

CLAIMS:

A Claim presented by Edward Lewis Baker for personal damages against the City in the sum of $5,000.00. It was moved by Councilman Verducci, seconded by Councilman DeBernardi and unanimously carried that the claim be denied and referred to the City Attorney.

It was moved by Councilman Pacelli, seconded by Councilman DeBernardi and unanimously carried that the claims be paid, as approved by the Finance Committee, and as set forth in detail and on file in the City Clerk's Office.

Mr. Frank, City Manager, presented a report from the City Engineer listing the projects for the Maintenance Department for the remainder of the 1959-1960 Fiscal Year. The City Manager recommended that all items listed except Nos. 10, 11, 12, 16, 17, and 18 be accepted and that a resolution be prepared for transfer of funds for these projects. It was moved by Councilman St.Clair, seconded by Councilman Pacelli and unanimously carried that the projects be accepted as recommended by the City Manager and that the City Attorney be instructed to prepare the necessary resolution for the transfer of funds.

ADJOURN:

It was moved by Councilman DeBernardi, seconded by Councilman Pacelli and unanimously carried that the meeting adjourn to meet in a regular adjourned meeting on March 21, 1960.

Evelyn Mosman

EVELYN MOSMAN - CITY CLERK

Approved, as submitted, this _____

day of _____, 1960

_____

MAYOR

DALY CITY PUBLIC LIBRARY

Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Daly City BRANCH — October, 1959

DATE	FIC.	N.F.	MoN.	MAG.	P.	PM.	R.	ILL.	SL.	JUV. Bk.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	82	79	17	24	20				2	192	416	8	9.44		6		
2	35	54	5	12	24		4			79	213	4	8.45				
3	42	70	14	34	1			3		114	278	6	11.69				
4																	
5	65	86	14	23		1			1	127	317	7	12.38		9		
6	70	72	20	31	12			2	3	150	360	15	8.48				
7	50	71	5	34	57			2	3	106	328	10	9.48		15		
8	85	34	11	8						89	227	8	6.28				
9	47	51	13	30	9	1				110	261	7	8.12		15		
10	46	47	10	20				2	3	152	280	5	6.91				
11																	
12																	
13	93	97	19	27	12	1				167	426	15	16.78		11		
14	52	102	6	18		2				142	322	15	12.12		1		
15	61	57	8	34				1	1	118	280	7	12.13		1		
16	48	53	9	39	10					93	252	6	18.40		37		
17	55	49	6	10	10				3	106	239	7	6.00		2		
18																	
19	71	49	12	23	10				1	120	286	5	16.17				
20	55	61	15	22	46					177	376	12	9.59		31		
21	78	56	6	13	—			1	1	109	264	9	12.45		27		
22	57	52	10	25	7		4			56	211	7					
23	28	15	9	29						64	190		7.76				
24	44	54	6	9	10	1		3	1	88	216		2.68				
25																	
26	54	74	14	15		2	4		1	147	311	10	20.38		37		
27	68	82	4	35	50			1		220	460	10	13.79	4.47	25		
28	50	55	7	20	25	—	—	—	—	172	329	6	8.10		35		
29	11	63	21	16	3				3	80	257	20					
30	36	32	5	21	10			1		39	144	15	7.12		20		
31	58	40	8	14	31				3	67	221	15	11.96				
TOTAL	1501	1649	294	596	353	8	12	16	26	3089	7470	229	DISC.	4.47	272		

CITY

DAILY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — October, 1950

CITY

DATE	FIC.	N.F.	MoN.	MAG.	P.	PM.	R.	ILL.	SL.	JUV. T.L.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	34	7	22	4						83	152	3	4.37				
2	24	6	16	19						77	142	2	5.45				
3	26	7	15	11						82	141	0	2.38				
4 ✓	84	22	53	34						242	435	5	12.20				
5	38	15	16	20						129	218	7	6.07				
6	45	14	12	15					2	164	252	6	6.83				
7	29	9	13	11						116	178	5	4.71				
8	22	13	14	13						84	148	3	5.73				
9	27	9	11	13						123	183	8	3.8[illegible]				
10	24	11	15	12						114	176	2	5.98				
11 ✓	125	71	83	84					2	730	1155	22	38.13				
12	—	—	—	—					—	—	—	—	—				
13	66	11	26	26						137	266	10	4.11				
14	48	16	23	17						167	271	5	8.40				
15	34	17	18	16						104	189	7	5.62				
16	28	7	13	15				1		114	178	4	4.12				
17	39	19	18	13		2				91	182	5	3.32				
18 ✓	215	70	98	97		2		1		611	1086		24.47				
19	37	16	13	22		3				144	235	6	5.04				
20	33	8	16	18						170	245	7	4.29				
21	32	24	16	27					1	91	191	3	7.18				
22	20	14	11	13						106	182	3	3.79				
23	24	16	15	9						92	156	2	5.26				
24	35	15	13	12		2				88	156	4	8.14				
25 ✓	171	93	90	102		5			1	693	1155	25	34.30				
26	48	13	19	21						84	185	4	7.53				
27	37	6	14	6		1				85	149	6	4.11				
28	42	14	19	14						172	261	1	2.93				
29	27	7	10	21						90	155	6	5.04				
30	22	10	7	5		1		1		67	113	2	2.15				
31	33	10	15	14		1			1	88	162	3	4.31				
TOTAL	864	316	408	388		10		2	4	2964	4856	116	130.22				

COUNTY

DALY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — October, 19 59

COUNTY

FIC.	N.F.	McN.	MAG.	P.	PM.	R.	ILL.	SL.	JUV. Tot.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
29	31								28	88						
40	25								20	85						
22	27								31	80						
91	83								79	253						
58	28								36	122						
67	35								45	147						
39	18								32	89						
48	31								20	99						
42	14								26	82						
38	30								33	101						
392	156								192	640						
76	32								42	150						
60	47								63	170						
44	47								34	125						
33	20								34	87						
38	58								16	112						
251	204								189	644						
43	37								45	125			2.25			
42	57								25	124						
50	52								46	148						
50	24								34	108						
35	32								42	109						
49	21								33	103						
269	223								225	717						
81	26								26	133						
55	22								30	107						
38	31								47	116						
45	24								28	97						
19	28								17	64						
38	20								23	73						
1169	819								854	2844			2.25			

AGENDA

LIBRARY COMMISSION MEETING

Nov. 11, 1959

REPORTS:

1. Report on the progress on the proposed new library building; John Gloe, Architect

2. Report of the City Librarian regarding the fate of the plans to purchase replacements for County books during 1958/59.

NEW BUSINESS

1. Study of the California code's pertaining to municipal libraries.

2. Presentation of statistics for the month of October, 1959.

Ordinance No. 332

ORDINANCE ESTABLISHING A FREE LIBRARY IN AND FOR THE CITY OF DALY CITY.

THE CITY COUNCIL OF THE CITY OF DALY CITY: DO ORDAIN AS FOLLOWS:

SECTION 1. That the public interest, necessity, convenience and general welfare of the City of Daly City require, and the City Council of said City hereby authorizes, orders and directs the establishment in said City of a public library in accordance with the provisions of an Act of the legislature of the State of California entitled "An Act to Provide for the Establishment and Maintenance of Public Libraries Within municipalities," (Stats. of 1901, p. 557, as amended).

SECTION 2. That the Mayor be and he is hereby directed by and with the consent of this Council to appoint a Board of Library Trustees, consisting of five members, which shall have such powers, duties and authority as are set out in said Act.

SECTION 3. That this Council may in making the annual tax levy, and as a part thereof, levy a tax for the purpose of maintaining such library and purchasing property necessary therefor, which tax shall be in addition to other taxes, the levy of which is permitted in the municipality.

SECTION 4. This Ordinance shall be published once in the Daly City Record, weekly newspaper of general circulation of said City, and shall be effective thirty (30) days after the adoption thereof.

Introduced this 28th day of May, 1951.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of said City on the 11th day of June, 1951, by the following vote:

AYES, and in favor thereof, COUNCILMEN: Bertetta, Gaggero, Kennedy, Mooney, Green.

NOES, COUNCILMEN: None.

ABSENT, COUNCILMEN: None

B. C. ROSS
City Clerk of the City of
Daly City

APPROVED:
J. P. GREEN
Mayor of the City of
Daly City

(Pub. June 14, 1951.)

Maude Runnebaum

BY-LAWS

ARTICLE I. LIBRARY COMMISSION

Section I. The Daly City Public Library shall be managed by a Commission designated as the Library Commission, consisting of five members to be appointed and to act in the manner provided by the laws of the State of California.

ARTICLE II. OFFICERS

Section I. The officers of the Library Commission shall consist of a President and a Secretary.

Section 2. The president shall be elected by the Library Commission from its own membership. The secretary shall also be elected by the Library Commission.

Section 3. Election of officers shall be held at a Commission meeting in July of each year.

Section 4. Officers shall serve for one year, but are eligible for re-election.

Section 5. The Library Commission by a majority vote may recommend to the City council of the City of Daly City that any of its members be granted a leave of absence at any time.

ARTICLE III. DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the Library Commission, and shall be a member ex officio with the right to vote on all committees. He shall communicate to the Commission such matters and make such suggestions as may in his opinion be advisable or necessary and shall perform all other duties which are necessarily incident to the office of President of the Library Commission.

Section 2. SECRETARY. The Secretary shall attend all meetings of the Library Commission, shall keep a record of their meetings, and shall carry on the necessary correspondence of the Commission.

Section 4. The minute book shall not leave the Library without the knowledge and consent of the President and of the Librarian.

ARTICLE IV. MEETINGS

Section 1. The regular meetings of the Library Commission shall be held on the second Wednesday of each month at the City Hall.

Section 2. Special meetings may be called at any time by three Commissioners, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 3. Commission members shall be notified in writing at least three days in advance of each meeting.

ARTICLE IV. MEETINGS (Cont'd)

Section 4. The order of business shall be:

a) roll call
b) reading of the minutes
c) reading and authorizing payment of bills
d) report of the Librarian
e) monthly financial statement
f) other reports
g) old business
h) communications
i) new business
j) adjournment

Section 5. Robert's Rules of Order, Revised, shall be the parliamentary authority of the Commission, subject to special rules which have been or will be adopted.

Section 6. The Librarian shall be designated ex officio Clerk-of-the-Commission.

ARTICLE V. COMMITTEES

Section 1. Each year the President shall appoint such committees as are required.

ARTICLE VI. AMENDMENTS

Section 1. These by-laws may be amended or repealed by a majority vote of the Library Commission.

Section 2. Notice of proposed changes of the by-laws shall be given with the call of the meeting.

ARTICLE VII.

Section 1. No Commissioner shall act individually on any matter pertaining to the library. The entire Library Commission is to act as a body.

ARTICLE VIII. RULES, REGULATIONS, AND BY-LAWS

Section 1. The Library Commission may make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the libraries under its management, and all Property belonging thereto.

DALY CITY PUBLIC LIBRARY COMMISSION
LIBRARY COMMISSION

AGENDA
Feb. 10, 1960

1. Letter from the City Librarian concerning conditions pertaining to the Library Staff.

2. Reports.
   a. The action of the City Council to the suggestion of the Library Commission's recommendation that Mr. John Gloe be appointed to draw the specs. for the furniture for the new library.

   b. Monthly reports.

The meeting tonight with the members of the library staff pin points the crying need for a policy to be established right now. Therefore, I want to call to the Commissions attention two statements: one from the Handbook of Library Trustees. New York, Bowker, 1955. p. 43.; the other from Rules and Regulations of the Classified Service of Daly City, Rule XII-2and 3.

The statement from the Handbook reads: "Requests, petitions, or complaints should be transmitted in an orderly manner to the librarian who should confer with the board as to the appropriate procedure. Individual trustees should avoid conferring with the staff members about matters of internal management of the library unless requested by the librarian to participate in such a discussion."

This same statement is recorded on page thirteen of the handbook as follows: A policy for such hearings should be established. It should be made clear that all citizens have the right to request a hearing. The request should be made in writing and the reason for personal appearance stated. The board may decide to receive the group or it may deny the hearing on the basis that the subject matter is not within its province, or is premature or unnecessarily controversial."

The matter, as I shall show later, to come before you is, in my estimation premature.

The statement from the Rules and Regulations of the Classified Service is important because it sets up a systematical method of appealing to a board such as yours: "Any employee in the Classified Service shall have the right to appeal to the Board relative to any situation connected with his working condition. Such an appeal shall be made in writing and set forth:

A-A brief statement of exact condition or conditions as to which complaint is made.

B- Date dondition or conditions were drawn to the attention of the head of his department, and

C. What action, if any, the Department took or any reason given for refusing to act.

SECTION 3. Any employee in the Classified Service, except a person who is serving his Probationary Period, shall have the right to appeal to the Board any situation affecting his employment status as prescribed under Section 6, Ordinance 203 or amendments thereto."

If the complaints that are to come before the Commission this evening were lodged as suggested in the above statements the Commission would have saved itself some situations that may develop. Since no brief statement was made, The Commission is at the mercy of any crank on the staff while the persons who ask for the hearing may find that the matter that they are appealing, a matter that I consider valid and think should receive the Commissions attention, although, I feel the time is premature for a discussion, will be pushed into the background.

If the individuals who ask for this hearing had made a written statement of the problems they want to discuss, the Commission could have invited them in for a discussion without running the danger of having the matter aired before members of the staff who are not really concerned. Moreover, the Commission would have had some familiarity with a problem that I have not placed before it because I think it is not the time to make the far reaching decissions that will be the solutions to the two problems.

Considering what I have said, then, I think here and now the Commission should adopt a policy like that followed by the other departments of the City and like that suggested in the Handbook for Library Trustees .

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
January, 1960

CIRCULATION: MISSION STREET BRANCH

	1958	1959	1960
Adult			
Adult fiction	1797	2130	1670
non fiction	1506	2184	1726
McNaughtons	168	262	269
Total	3471	4576	3665
Juvenile	2060	3575	2937
Non-Books			
Periodicals	529	554	545
Pamphlets	25	79	79
Pictures	285	403	240
Records		8	4
Total			868
Loans			
State Loans			15
Interlibrary loans			33
Total			48
Total Circulation	6394	9180	7518

Registrations

	1958	1959	1960
Total registrations	110	173	364
Total reregistration	22	46	37

WITHDRAWALS

Total withdrawals	75	107	155

CIRCULATION: WESTLAKE BRANCH

	1958	1959	1960
Adult			
Fiction	1749	2621	2182
Non fiction	946	1246	1261
McNaughton	247	90	418
total	2942	3957	3861
Juvenile	3123	3500	2937
Non-Books			
Periodicals	539	641	418
Pamphlets	8	5	5
Pictures			
Loans			
Interlibrary Loans	5	19	3
State Loans			5
Total	5	19	8

MUNICIPAL LIBRARIES
Municipality Library Act.
(Calif. Educ. Code, Secs. 22201-265)

Article 1. Establishment

22201. Establishment. The common council, borard of trustees, or other legislative body of any city in the State may, and upon being requested to do so by one-fourth of the electors of the municipal corporation in the manner provided in this article, shall, by ordinance, establish in and for the municipality a public library if there is none already established therein.

22202. Petition. The request may be by a single petition, or by several petitions. The several petitions shall be substantially in the same form. The single petition, or several petitions in the aggregate, shall have the signatures of the requisite number of electors.

Article 2. Trustees

22212. Board of library trustees. The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

22213. Term. The trustees shall hold office for three years, serving without compensation. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and tow at the end of two years thereafter.

22214. Sex. Men and women are equally eligible to appointement as trustees.

22215. Vacancies. Vancancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

22216. Monthly meetings. Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution.

22217. Special meetings. Special meetings may be called at any time by three trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

22218. Quorum. A majority of the board shall constitute a quorum for the transaction of business.

22219. President. The board shall appoint one of its number president who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

22220. Records. The board shall cause a proper record of its proceedings be kept.

22221. Rules. The board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all the property belonging thereto.

22222. Property. The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provide, dispose of the property for the benefit of the library.

22223. Officers and employees. The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees hall hold their offices or positions at the pleasure of the board.

22224. Purchases. The board of library trustees may purchase necessary books journals, publications, and other personal property.

22225. Real property. The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

22226. State publications. The board of library trustees may require the Secretary of State and other State officials to furnish the library with copies of any and all reports, laws, and other publications of the State not otherwise disposed of by law.

22227. Books. The board of library trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the board may prescribe.

22228. General duties. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

22229. Report. The board of library trustees shall, on or before the last day of July in each year, make a report to the legislative body of the municipality, giving the condition of the library on the thirtieth day of June preceeding, together with a statement of its proceedings for the year, and shall forward a copy thereof to the Department of Education at Sacramento.

Article 3. Support of Libraries.

22241. Tax levy. The legislative body of any municipality in which a public library is established pursuant to this chapter, shall in making the annual tax levy and as a part thereof, if the maintenance of the library has not been otherwise provide for, levy a tax for the purpose of maintaining the library and purchasing property necessary therefor. The tax shall be in addition to other taxes, the levy of which is permitted in the municipality. After two years from the establishment of new libraries, where a maintenance corresponding thereto, has not been otherwise provide, in municipalities of the first, second and third classes, as they were classified on June 11, 1909, and tax levy shall not exceed two mills on the dollar of assessed valuation, and in municipalities of the fourth, fifth and sixth classes, as they were c classified on June 11, 1909, the levy shall not exceed three mills on the dollar of assessed valuation.

22242. Library fund. The revenue derived from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purpose of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.

22243. Administration of gifts. If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, bequest, the board shall provide for the safety and preservation of the fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.

22244. Warrants. Payments from the fund shall be made upon warrants issued after due audit by, and on order from, the library trustees. The warrants shall be signed by the president and secretary of the board of library trustees. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority.

Article 4. Government

22261. Rules. Every library established pursuant to this chapter shall be forever free to the inhabitants and non resident taxpayers of the municipality subject always to such rules, regulations, and by laws as may be made by boards of library trustees. Any person who violates any rule, regulations, or by-laws may be fined or excluded from the privileges of the library.

22262. Contract with city or county. The board of library trustees and the legislative body of any neighboring municipality or the board of supervisors of the county in which the public library is situated, may contract for lending the books of the library to residents of the county or neighboring municipality, upon a reasonablecompensation to be paid by the county or neighboring municipality.

22263. Legal title. The title of all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

22264. Continued existence. Any municipal library which was established and existed on June 11, 1909, under the provisions of an act entitled "An act to establish free public libraries and reading rooms," approved April 26, 1880, is continued under the provisions of this chapter and shall be considered the same as if established under the provisions of this chapter. This chapter has no application to any library established or governed by a city charter, and any city charter is in no manner affected by this chapter.

22265. Disestablishment. Any ordinance establishing a library adopted pursuant to this chapter shall be repealed by the body which adopted it upon request to do so by 51 percent of the electors of the municipal corporation, as shown by the great register. Upon the repeal of the ordinance the library is disestablished in the municipal corporation.

The California State LIBRARY

CARMA R. ZIMMERMAN, STATE LIBRARIAN
PHYLLIS I. DALTON, ASSISTANT LIBRARIAN

March 4, 1960

SPECIAL DELIVERY

Mr. Edward Frank, City Manager
City Hall
Daly City, California

Dear Mr. Frank:

In answer to your inquiry, we shall be glad to provide consultant service relative to the furnishings of a new library. Since we have a limited staff of consultants, we have to schedule our consulting visits in advance. We shall be pleased to hear further from you the details concerning your interest in our consultant service, and shall be happy to arrange a time to meet with you and others who have an interest in the project.

Sincerely yours,

Carma R. Zimmerman
State Librarian

CRZ:jab

REPORT TO THE LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
FEBRUARY, 1960

BOOK STOCK

Books added, February 1960	352
Books discarded, Feb., 1960	16
Net gain	336

Book stock-Feb.29, 1960

NEW BORROWERS REGISTERED:

	February 1959	February 1960
Adult resident	35	126
Adult non-resident	4	5
Juvenile resident	55	149
Juvenile non-resident	4	9
Total refistrations	98	290

REREGISTRATIONS:

Adults	11	22
Juvenile	14	27
	25	49

WITHDRAWALS:

Adult	48	115
Juvenile	31	59
Total	25	174

Fines	$256.00
Lost Books	$3.50

Report to the Library Commission
February, 1960

CIRCULATION: DALY CITY PUBLIC LIBRARY

		February 1959	February 1960
ADULT	Adult fiction	1824	1753
	Adult Non Fiction	1586	1714
	McNaughtons	188	205
	Total Adult	3598	3672
JUVENILE	total juvenile	3027	3280
NON-BOOKS	Periodicals	424	581
	Pamphlets	22	62
	Pictures	266	350
	Records	11	15
	State and Inter-library loans	32	15
	Total	755	1023
TOTAL CIRCULATION		7380	7975

CIRCULATION: WESTLAKE LIBRARY

ADULT	Adult fiction	2142	2201
	Adult non Fiction	1216	1346
	McNaughtons	203	374
	Total	3561	3921
JUVENILE	total juvenile	3214	3602
NON-BOOKS	periodicals	480	355
	pamphlets	5	8
	pictures	---	9
	State and Inter-library loans	5	5
	Total	490	377
TOTAL CIRCULATION		7265	7900

REGULAR MEETING OF THE PERSONNEL BOARD

MARCH 10, 1960

ROLL CALL: M. Battye, Chairman
J . Drye
R . Young
J . Schultz

MINUTES OF THE PREVIOUS MEETING.

OLD BUSINESS:

1. Discussion of Contact Lenses for Police Officer Candidates.
2. Duty Statements for the Police Department, Library Commission and Recreation.

NEW BUSINESS:

1. Promulgation of employment lists for Mechanic, and Water Meter Reader.
2. Letter of commendation to Police Officer's
3. Request the Police and Fire Association for adjustment of Fire Department salaries.
4. Letter from Fire Chief Francis Meyer concerning credit for courses taken by Fireman.
5. Examinations for Utility Man and Assistant Building Inspector.
6. Oral Board members the examinations of Custodian and Public Works Inspector-Surveyor.

ADJOURNMENT.

CITY OF DALY CITY
BUDGETARY REPORT

DEPARTMENT 650 - LIBRARY
FUND LIBRARY
DATE 7-1-59 to 1-31-60

Account		Budget Appropriation 1959-1960	Budget Transfer	Adjusted Appropriations 1959-1960	Expenditures	Outstanding Encumbrances	Unencumbered Balance
Salary	650						
Regular Salaries & Wages	11	36,864.00		36,864.00	21,974.30		14,889.70*
Extra Help	12	3,700.00		3,700.00	1,755.18		1,944.82*
Total Salaries		40,564.00		40,564.00	23,729.48	.00	16,834.52*
Operating Expense	650						
Equipment & Maintenance Serv.	25	75.00		75.00	56.65	30.00	11.65DR
Rental City-Owned Equipment	26			.00	9.00		9.00DR
Auto Mileage and Allowances	28	300.00		300.00	130.34		169.66*
Heat, Light, Water & Power	29	1,200.00		1,200.00	471.32		728.68*
Telephone and Telegraph	30	300.00		300.00	229.94		70.06*
Commercial & Individual Contr.	31	1,050.00		1,050.00	526.23	473.77	50.00*
Public Agency Contracts	32	5,000.00		5,000.00			5,000.00*
Property Rental	35	2,500.00		2,500.00	1,750.00		750.00*
Stationery, Print. & Off. Sup.	41	1,000.00		1,000.00	972.66	66.08	38.74DR
Books and Periodicals	42	10,000.00		10,000.00	2,500.80	1,929.77	5,569.43*
Postage, Express and Freight	43	100.00		100.00	4.88		95.12*
Lumber, Paint & Bldg. Mater.	45	200.00		200.00			200.00*
Misc. Supplies and Expense	58	150.00		150.00	125.49		24.51*
Miscellaneous Insurance	65	500.00		500.00			500.00*
Dues and Subscriptions	72	50.00		50.00	14.00	30.50	5.50*
Conference & Travel Expense	73	150.00		150.00	63.00		87.00*
Total Operating Expense		22,575.00		22,575.00	6,854.31	2,550.12	13,190.57*

CITY OF DALY CITY
BUDGETARY REPORT

DEPARTMENT 650 - LIBRARY (CONT)
FUND LIBRARY
DATE 7-1-59 to 1-31-60

Account		Budget Appropriation 1959-1960	Budget Transfer	Adjusted Appropriations 1959-1960	Expenditures	Outstanding Encumbrances	Unencumbered Balance
Capital Outlay	650						
Furn. Fix. & Other Equipment	85	300.00		300.00	87.36		212.64*
Total Capital Outlay		300.00		300.00	87.36	.00	212.64*
GRAND TOTAL - LIBRARY FUND		63,439.00	.00+	63,439.00	30,671.15	2,530.12	30,237.73*

OFFICE OF THE CITY CLERK

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

EVELYN MOSMAN
CITY CLERK

March 17, 1960

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber,

We are sending you a copy of the Minutes of the City Council Meeting of March 14th and a copy of the Agenda of the Adjourned Regular Meeting to be held on March 21st.

From now on, as per the request of Mr. Frank, City Manager, we will mail to you copies of all Agendas and Minutes of the Council Meetings.

Very truly yours,

EVELYN MOSMAN, CITY CLERK

By Anna Ahlendorf
Deputy

EM/ao
Enclosures

March 11, 1960

Mr. Edward Frank
City Manager
City Hall
75 Wellington St.
Daly City, Calif.

Dear Mr. Frank:

The Library Commission at its recent meeting on March 9 discussed the furnishing of the new Daly City library building in Westlake. In view of the recent events and decisions relating to this project, the Library Commission decided that the possible assistance of the Consulting Service of the State Library in Sacramento should once again be sought. The Commission therefore is in favor of writing to the State Library asking for the services of a library building consultant at the earliest possible time.

The building will likely be furnished within the next 3 to 4 months. As it may take this much time to get the necessary supplies to open the new library for service to the citizens of Daly City, the preparation of the list of necessary material for bidding at the earliest possible time is urgent. Your cooperation in this matter is greatly appreciated.

Very sincerely yours,

Lionel Farber, Chairman
Library Commission

LF:as

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
January 13, 1960

MEMBERS PRESENT: Dr. Farmer, Sarah Kalachava, Frank De Martini, Maude Hanselman.
MEMBERS ABSENT: Clifford Dignam
GUESTS: John Gloe, Architect, Samuel Chandler, Librarian

The Commission recommended that a letter be sent to the Council asking that Mr. Gloe be authorized to write up the specifications for the furniture and landscaping and all other matters to complete the job. The fee to be $1,000.00 This letter should be received by the Council for their study session on Thursday, January 21, 1960.

Mr. Gloe reported that the building of the library has begun and is proceeding on schedule.

The furniture plans, prices, and colors were studied by the Commission and a special recommendation made that the small items for the library be purchased from Daly City merchants if the price is comparable.

The library needs 1,000 more county registered library users within the next six months in order to qualify for the county funds agreed on in the contract between the city and county. This is a project that Friends of the Library could help accomplish.

There being no further business, the meeting adjourned at 10:30 P. M.

Maude Hanselman, Secretary

Books and Branches of the San Mateo County Free Library

Vol. 5 Redwood City July-August 1958 California No. 4

FUTURE DATES & EVENTS OF INTEREST

Sept. 9	Admission Day, Holiday
Sept. 16	Book Selection Meeting
Sept. 19	PLECC meeting, Monterey Public Library, 3:30 p.m.
Sept. 25	Peninsula Librarian's Association San Mateo Public Library, 9:30 a.m.
Oct. 13	Columbus Day, Holiday
Oct. 21	Book Selection Meeting
Oct. 28	County Librarian's Meeting, Long Beach
Oct. 29--Nov. 1	California Library Association Conference Long Beach
Nov. 2--8	Book Week
Nov. 4	Election Day, Holiday
Nov. 11	Veteran's Day, Holiday
Nov. 18	Book Selection Meeting
Nov. 20	PLECC
Nov. 27	Thanksgiving Day, Holiday

ANNUAL SUMMARY

This issue includes a statistical summary of County Library activities for 1957/58. The upward trend in all phases of our service continues. The only exception is in the record of reference and reader's aid transactions, and it seems questionable whether the statistics received for this service represent a true count. This is one of our most important services, and I would like to urge all of you to keep an accurate record of reference transactions.

Percentage changes, 1957/58 over 1956/57:

Circulation of books	+17%
Number of registered borrowers	+ 7%
No. of books sent to branches	+13%
No. of books added to County Library	+11%
No. of titles added to County Library	+10%
No. of books cataloged & processed (including Daly City & Menlo Park)	+ 3.8%
Special requests received at Headquarters	+10.6%
Inter-Library loans	+12%
Reference & Reader's Aid transactions	-10%

I enjoyed reading your written annual reports, it is most interesting to have this summary of branch activities. All of your suggestions for improvement of service were welcome, and we will try to act on them. A recurrent theme was the need for more publicity, particularly for signs within the community directing patrons to the branches. This last is something which we intend to act on immediately. We hope that during the year we can develop a better program for local newspaper publicity. Another need which was frequently stressed was the need for more juvenile books. Unfortunately the outlook for action on this is not quite so favorable because our book budget was not increased this year. However when we are in our new headquarters building, and have sufficient space to handle the increased work load, we hope to secure a really adequate book budget.

AMERICAN LIBRARY ASSOCIATION CONFERENCE

The big event of July was the American Library Association Conference in San Francisco the week of July 13. Many staff members attended for some part of the conference and we were able to cover most of the meetings of major interest in the various sections. It would be extremely difficult to give a summary of the various sessions attended. Some of the high spots were: Henry J. Kaiser, Jr's. speech at the Friends of the Library Luncheon and Ralph Ulveling's talk at the same meeting; the discussion of the Right-to-Work Laws at the meeting of the Library Services to Labor Groups; Cynthia Bowles' talk at the meeting of the Young Adult Services Division; Mark Schorer's speech on "The Harassed Humanities"; the Newbery-Caldecott dinner; the Audio-Visual Committee's showing of Julian Bryan's new film on Russia. The diversity of subjects covered was so great that it is impossible to give any adequate summary of the conference in a brief report.

American Library Association Conference (cont.)

The exhibits were excellent and provided an opportunity to see the latest developments in equipment and supplies as well as a wide range of books and other library materials. Of particular interest to me were the excellent exhibit of the Los Angeles County Library's Book Catalog and the demonstration of the use of closed circuit TV within a library system. This latter project makes it possible for a borrower in a branch library to select and read a book while it is in the central library. The book is placed in front of a TV camera in the main library and the image is projected onto a TV screen in the branch library, a page turning device enables the borrower to turn the pages by remote control. This experiment which has been conducted at the University of Virginia, is still highly experimental, but it seems to promise all sorts of revolutionary developments for the future.

PRE-CONFERENCE MEETINGS

"The Climate of Book Selection"

Mrs. Brown, Miss Ross and Mr. Morales attended the symposium on The Climate of Book Selection held on the Berkeley campus of the University of California, July 10--12. This was a stimulating and thought-provoking meeting; various speakers, including Max Lerner and Harold Lasswell, examined the cultural, intellectual and political climate which exists in the United States today. Lerner and Lasswell both agreed that there has been a swing away from the anti-intellectualism of the early 1950's; however neither saw much assurance that there might not be a recurrence of the former attitude of fear and anti-intellectualism. The climax of the symposium came with the report by Dr. Marjorie Fiske on her study of Book Selection practices in California public and school libraries. Miss Fiske's study covered 26 communities, and included interviews with 20 senior high school librarians and 50 municipal and county librarians. She conducted 204 interviews, which included interviews with all professional personnel concerned with Book Selection in the libraries surveyed. She found that there was conflict between stated principles and librarians' actions; although there had been organized campaigns for censorship in only six of the communities studied, she found that "self-imposed" censorship by the librarians themselves was widespread. This seems to be attributable to an atmosphere of "free-floating anxiety" which makes librarians reluctant to put their professional concepts of book selection to a test. Miss Fiske's report is one which should make all librarians carefully scrutinize their own book selection practices and philosophy.

"Poetry Festival"

The Poetry Festival, preceeding the ALA conference, was held at the Villa Hotel in San Mateo. It started off with a buffet dinner followed by an evening of poetry read to jazz. Lawrence Ferlinghetti, San Francisco poet and bookshop owner read his own poetry accompanied by a jazz trio. It was, to say the least, interesting, stimulating and noisy. Some of us know, now, whether we like it or not. As Frances Clarke Sayers said, "Mr. Ferlinghetti has taught us how to be angry."

"Poetry Festival" (cont.)

On Friday we heard May Hill Arbuthnot, lecturer and compiler, give a delightful talk about using poetry with hildren, reading many of her favorite selections. Annis Duff, author of "Bequest of Wings" and "Longer Flight", spoke of her family's love of poetry, and read many of her own favorites. She is exquisite to look at, and her talk sounded exactly like her books. Mrs. Duff is Assistant Editor of Children's Books for the Viking Press.

We also heard Lillian Morrison from the New York Public Library and compiler of "Yours Till Niagara Falls". Her talk was interesting and full of humor.

On Saturday morning Arna Bontemps, Negro author, poet and librarian of Fisk University, read and talked about his own love of poetry. None of the audience will ever forget his reading of "The Creation" in his deep and resonant voice.

Marion Garthwaite.

"TV Institute"

A TV Institute was held in San Francisco (at the Sheraton-Palace Hotel and at the studios of the educational television station KQED) on July 12 and 13. This Institute, sponsored by the ALA Adult Services Division and the ALA Audio-Visual Committee had as its objective "to encourage librarians to use TV in presenting adult education programs." Two different approaches to this objective were presented: one, new programming directed and produced by the library, with or without professional help; and two, ways to use already established commercial programs as a tie-in with library promotion.

Mr. Richard Pack, Vice-president of Programming, Westinghouse Broadcasting Company; Dr. John Dodds, Stanford University; Mrs. Carol Levene, television producer; Mrs. Mildred Freed Alberg, Executive Producer, HALLMARK HALL OF FAME; Mr. William Dempsey, Program Director, KPIX; and the staff members of KQED were among the speakers.

One of the most interesting sessions of the Institute was the afternoon spent at the studios of KQED, where they gave a complete background to putting a television show over the air, from film clips, taped music and a plywood painted backdrop, to a "live" show with live people--and tips for people appearing on TV; how to sit, stand, walk and dress, by Edith Green and Phyllis Skelton.

There was an emphasis throughout all the sessions, especially from those in commercial TV--librarians should not look down on television, but should use it and encourage the better programs, rather than making a blanket indictment on television because of the poor programs.

Elizabeth Gallagher.

LIBERTY AND JUSTICE BOOK AWARDS

Presentation of the second ALA Liberty and Justice Book Awards was made at the third General Session of the ALA Conference. The purpose of the awards is to draw attention to books which "make distinguished contributions to the American tradition of liberty and justice; to encourage authors and publishers in creating such books; to recognize those who do so." Winners of this year's awards were:

"Churchill--Roosevelt--Stalin: the war they waged and the peace they sought" by Herbert Feis, published by Princeton University Press;

"The prisoners of Combine D" by Len Giovannitti, published by Henry Holt;

"The challenge of Soviet education" by George S. Counts, published by McGraw Hill.

MEETINGS ATTENDED

July 7	Miss Ross served on the Oral Interview Board for Library Assistants for the Oakland Public Library.
July 9--12	Mrs. Gladys Brown attended some meetings of the Institute on Cataloging Code Revision at Stanford University.
July 21	Meeting of San Carlos Planning Commission, Miss Ross.
July 21--23	Mrs. Ruth Mathison attended the UCLA Institute on Library Reporting held at Santa Barbara.
August 5	Meeting with Woodside School officials to discuss qualifications for Library Assistant position for Woodside School Library. Miss Ross, Mrs. Adams.
August 7	Meeting to discuss plans for Peninsula Library Association. Miss Ross.
August 11	San Carlos Library Citizen's Committee. Miss Ross.
August 18	Menlo Park Board of Library Trustees. Miss Ross.
August 25	San Carlos Planning Commission. Miss Ross

BRANCH NEWS

Atherton: Mrs. Russell has conducted a weekly story hour throughout the summer. This is the first time such a program has been tried in Atherton and it has been most successful.

Bookmobile: The Bookmobile will operate on summer schedule until September 29, when the fall schedule will go into effect. Copies of the Fall schedule will be distributed as soon as they are available.

Francisquito: Francisquito concluded their summer reading program with a story hour and party on August 28. The party was, literally, a "huge" success. Over a hundred children crowded into the tiny branch to hear Mrs. Garthwaite's stories. Mrs. Crawford awarded certificates to those who had read 10 books or more and then everyone enjoyed cookies and ice cream supplied by the staff and parents. Several mothers not only contributed cookies but came to help with the party, so it was truly a community affair.

El Granada: The hours of public service have been increased at El Granada, the branch is now open from 7--8 Friday evening. Mrs. Eisfeller has been getting some very nice publicity in the Half Moon Bay Review and the San Mateo Times.

Montara: The station in Montara will be closed effective September 1 and replaced by Bookmobile service.

Sharp Park: Mrs. Novak received an interesting letter from one of her patrons which shows how useful a library card can be. "I went east on the Santa Fe Hi-Level train which is a delightfully different type of travel. Chicago is the eastern terminal where I had some time to spare before boarding the New York Central, so I bethought me of enjoying the library during the waiting period. Their Hi-Fi room overlooks Lake Michigan and instead of listening booths, ear phones are used so several may sit around the table each hearing his own selection. The idea may be useful for the new library. You will be interested to know that in order to use a recording I had to show my local library card from Sharp Park, and they thought it was a splendid idea to occupy one's time between trains by utilizing library facilities. So your fame has spread far afield!"

Westlake: The City of Daly City has rented a store building adjoining the branch, and cut through a connecting arch-way, so that the size of the branch is now doubled. Reading tables have been moved into the new room and additional shelving has been ordered.

STAFF NEWS

Atherton: MRS. KAY RUSSELL left on August 29 for a trip to Europe. We wish her Bon Voyage, and hope she has a truly wonderful trip. MRS. ADA FRENCH will take Mrs. Russell's place at the Atherton Branch effective September 26. MRS. KAY SMITH will be at Atherton to cover the period from August 27 to September 26.

Menlo Park: PHYLLIS PELLAND was appointed to Menlo Park as Library Page in July.

Headquarters: MRS. LILLIAN MATTESON was struck by a car on her way to work August 4. She has a broken ankle and knee; although she is making a good recovery, she is still in the Palo Alto Hospital.

MRS. LAVONNE RICHARDSON has returned to the staff following her marriage and a honeymoon trip to Hawaii.

MRS. BUDDIE HAINLINE'S son was married to Mary Battisti in Bakersfield.

MRS. LILLIAN SICKLER has left the library to accept a position in the Civil Service Office. We are extremely sorry to lose her as a staff member.

MRS. WILLO BENNETT has been appointed to the vacancy created by Mrs. Sickler's transfer, and we are happy to have her on the staff.

MRS. KAY SMITH has been helping out at Headquarters to help us through the crises created by the many vacancies.

We wish to extend our sympathy to MRS. LILLIAN STAPLES in the death of her husband after a long illness. Mrs. Staples is now on a three months leave.

We also extend our sympathy to MRS. GLADYS BRAASCH whose mother died July 23, and to MRS. MARGUERITE JACKSON in the death of her father on August 28.

We were delighted to see MARTHA DODSON at the ALA Conference. Martha was back in the States on leave and was to return to her assignment as a Librarian with the Air Force in Morocco in August. She managed to squeeze in a visit to Headquarters during the week in spite of all of the ALA activities and we were all happy to see her.

We have just received word of the marriage of JOAN RUCKER to Pfc James Cisinski in Garmisch, Germany on August 9. We are very happy for her, and send her our very best wishes.

STATISTICAL REPORT

1956/57 1957/58

	Circulation 1956/57	Circulation 1957/58	Borrowers 1956/57	Borrowers 1957/58
Atherton	5,890	5,382	439	491
Bayshore	4,538	3,686	350	393
Belmont	65,272	82,764	3,300	4,203
Bookmobile	68,866	77,187	8,233	9,778
Brisbane	16,886	19,413	786	895
Colma	8,280	8,165	441	458
Daly City	11,106	11,559	7,658	8,034
El Granada	4,228	6,257	141	207
Francisquito	34,630	43,956	2,504	2,839
Half Moon Bay	6,745	7,763	448	541
La Honda	2,301	2,296	102	137
Main	38,304	37,430	4,128	3,392
Menlo Park	132,624	169,624	9,604	10,803
Millbrae	44,397	57,941	4,586	2,970
Montara	1,813	1,873	40	53
Pescadero	7,517	10,632	289	394
San Carlos	114,955	128,269	8,342	7,976
Sanatorium	3,751	2,115	-	-
Sharp Park	42,288	40,730	2,251	2,753
Westlake	37,667	46,757	3,185	4,712
Woodside	12,672	14,286	746	826
Summer Camps	401	466	-	-
	665,031	778,551	57,573	61,855

Book Shipments	1956/57	1957/58
Books sent to Branches	37,235	42,083
Books returned from Branches	24,476	30,946

Book Stock	1956/57	1957/58
Number of volumes added	14,666	16,340
Number of volumes withdrawn	1,858	6,936
Total volumes, June 30	135,906	145,310
Number of titles added	2,973	3,281
Volumes received from Book Rental Service	775	781

Total Number of Books Catalogued and Processed		1956/57	1957/58
County Library General Collection		14,655	16,296
Menlo Park		729	351
Daly City		2,601	2,024
	TOTAL	17,985	18,671

Card Statistics	1956/57 Typed	1956/57 Multilithed	1956/57 Total	1957/58 Typed	1957/58 Multilithed	1957/58 Total
Catalog Cards						
Main Catalog	6,952	2,329	9,281	6,844	3,218	10,062
State Library	1,882	307	2,189	1,870	415	2,285
Branch catalogs	13,363	35,977	49,340	15,293	38,669	53,962
Daly City & Westlake	7,679	1,313	8,992	5,223	1,374	6,597
Menlo Park	968	18	986	829	11	840
TOTAL	30,844	39,944	70,788	30,059	43,687	73,746
Book cards and station cards		26,304	26,304		26,801	26,801
Pockets *					4,236	4,236
Masters typed (cards & pockets)			9,896			11,179

Special Requests received at Headquarters		1956/57	1957/58
Author - Title		7,322	7,941
Subject		833	1,082
	TOTAL	8,155	9,023

Inter-Library Loans	1956/57	1957/58
Books borrowed	1,444	1,620
Books loaned	177	249

Reference and Readers' Aid Transactions	1956/57	1957/58

* Started multilithing pockets in March, 1958.

STATISTICAL REPORT
June-July 1958

	Circulation June 1957	Circulation June 1958	Circulation July 1957	Circulation July 1958
Atherton	533	505	526	573
Bayshore	309	265	231	- *
Belmont	6,153	7,958	7,001	8,673
Bookmobile	4,503	4,935	5,755	6,846
Brisbane	1,568	1,525	1,939	1,605
Colma	702	939	545	841
Daly City	936	915	1,055	953
El Granada	272	545	370	564
Francisquito	3,121	3,782	3,867	3,903
Half Moon Bay	503	557	625	604
La Honda	213	193	242	198
Main	3,018	2,769	3,990	3,437
Menlo Park	11,267	15,415	9,908 **	19,406
Millbrae	3,927	5,615	5,159	6,575
Montara	170	139	161	169
Pescadero	522	1,065	526	981
San Carlos	10,151	11,648	12,297	12,963
S.M.Co. Sanitorium	233	189	279	148
Sharp Park	3,174	2,848	3,558	3,221
Westlake	3,565	3,965	4,303	5,098
Woodside	1,007	1,450	1,176	1,083
	55,827	67,222	63,513	77,841

* Closed for Summer
** Closed July 1-14, 1957 - Inventory and moving

Book Shipments - June and July 1958	June	July
Books sent to branches	2,660	3,746
Books returned from branches	1,908	2,641

Books Processed - June and July, 1958		Titles	Copies
Non-fiction		202	727
Fiction		105	440
Juvenile		37	300
	Sub-total	344	1,467
Daly City		386	473
Menlo Park		52	67
	Total	782	2,007
Pamphlets			211

Special Requests Received at Headquarters - June and July, 1958

Author-Title	1,258
Subject	102
	1,360

GOLDEN ANNIVERSARY
BURLINGAME
1908 JUNE 6 1958

REDWOOD CITY CALIF. SEP 11 '58 U.S. POSTAGE 03 PR. METER PR. 171597

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, Calif.

44th

ANNUAL REPORT

1958 - 1959

SAN MATEO COUNTY FREE LIBRARY

Virginia L. Ross
County Librarian

SAN MATEO COUNTY BOARD OF SUPERVISORS

William M. Werder, Chairman
Thomas J. Callan
T. Louis Chess
Alvin Hatch
E. R. McDonald

SAN MATEO COUNTY MANAGER

E. R. Stallings

The fiscal year ended in July, 1959 marks the completion of five years since my appointment as County Librarian. Since five year periods customarily provide a convenient interval for appraisal of past progress and future plans, it seems appropriate to combine this 44th Annual Report of the San Mateo County Free Library with a summary of changes in our library service during the past five years.

The chart on the summary page presents a graphic picture of the increased use of our services. The per-capita figures provide a convenient index by which to assess the basic factors of circulation, book stock and financial support. Unfortunately, one of our most important elements--book stock--has shown virtually no increase in relation to population served.

Although there are many things which are needed to raise our library service to the level of an acceptable minimum standard, I believe that our library service has improved greatly during the past five years. None of this improvement would have been possible without the support and interest of the Board of Supervisors and the County Manager. Their recognition of the importance of the library as an educational institution and of the significance of the large unit of service in the future of library development; and their willingness to provide adequate support for the library, have made these improvements possible. Likewise none of this could have been accomplished without an enthusiastic and dedicated staff who have been willing to work under difficult physical conditions and have adapted to changes and experimentation with good humor and flexibility.

Virginia L. Ross
County Librarian

Changes in Organization Pattern

The organization of services in the library may be divided into three broad areas:

TECHNICAL SERVICES which includes all services pertaining to the selection, acquisition, cataloging, preparation and maintenance of the collection.

READER'S SERVICES which include all of the activities necessary to make library materials and services available to the public. This includes Reference Services and Children's Services.

ADMINISTRATION which includes all of the activities necessary for the administration of the library: policy planning, budget preparation, maintenance of personnel and financial records, and purchasing of supplies and equipment.

A major change in the service provided by the County Library was the transfer of the SCHOOL LIBRARY SERVICE to the Office of the Superintendent of Schools in July 1957. Since this service was a school oriented service, it more properly belonged in the School Department. During the time that it was a part of the County Library, some of the tax revenue raised from the County Library tax was diverted to help finance the School Library Service, with a resultant depletion of available funds for public library services. Transfer of this service was an improvement both from the point of view of organization and financing.

STANDARDS FOR BRANCH LIBRARIES: In connection with the classification of Branch Library Personnel and in order to determine a staffing pattern for Branch Libraries, a statement of standards for Branch Libraries was developed. Branches were divided into three types on the basis of the following factors: population served, size of book circulation, number of reference questions, size of book stock and hours of public service. We are now in the process of expanding this standard to include physical features and projected service area.

Personnel

The staff of the library has increased from 50 employees in 1954 (comprising a full-time equivalent of 30.3) to 75 in 1959 (a full-time equivalent of 46½).

All personnel are now included in the Civil Service System (five years ago only the headquarters personnel were included in Civil Service). Although this change has brought with it many complications of paper work, and a multiplicity of forms, it has brought to the employees the benefits of vacation, sick leave, retirement and Social Security coverage.

Other significant changes in Personnel include the establishment of Professional Librarian positions in the three largest Branch Libraries; creation of four "Supervising Librarian" positions to head the major departments within the library: Extension, Technical Services, Children's Services and Reference Services.

Several In-Service Training Programs have been conducted. These have been of two types: Those conducted in cooperation with other Peninsula Libraries and those conducted solely for our own personnel, by our own staff. We hope that in the future these programs can be established on a more regular, continuing basis to meet the needs of new staff members as well as to increase the effectiveness of all staff members.

Technical Services

Changes in service in this department have been primarily directed towards streamlining processes through mechanization and the use of simplified forms. The following changes have been put into effect:

Multilithing of Catalog cards, book cards and book pockets.
Use of Pasting machine in the processing department.
Covering all books with plastic jackets.
Use of multiple copy book order form.

In 1953/54 the County Library began a program of centralized cataloging when we began to catalog and process the book acquisitions of the Daly City Library. We are now cataloging the book acquisitions of Daly City and Menlo Park. The following figures show the increase in this activity:

	1953/54	1958/59
County Library Books Cataloged	10,677	12,729
Books cataloged for affiliated city libraries	250	4,204
TOTAL	10,927	16,933

BOOK REPAIR: The establishment of a position of Book Mender has made it possible for us to make a start on better maintenance of our book collection.

Materials:

BOOK SELECTION: A most important change was the establishment of a Book Selection Committee in December 1955. All professional staff members as well as the City Librarians of the two affiliated libraries (Menlo Park and Daly City), participate in this committee. Each participant is assigned a special subject field as his particular responsibility; this includes selection of new material, replacement purchasing and weeding. At monthly meetings of the committee a decision is made regarding the purchase of new titles. This approach to Book Selection has increased the range of titles represented in our collection and has resulted in a greatly strengthened book collection.

BOOK RENTAL: In 1955 the library contracted for receipt of new books on a rental basis. This service is used to supply multiple copies of "Best Seller" titles. New books are received prior to publication date and are ready to issue to borrowers when received. When interest in the book has died down, the books are returned to the company and new titles are supplied in their place. The library bears the rental cost of these books rather than passing cost on to individual borrowers. This service has been tremendously popular with our borrowers and we feel that it was a most successful innovation.

PAMPHLETS AND DOCUMENTS: The County Library is a selective depository for California Documents, and receives a number of Federal Documents. This material is essential for a well-rounded collection, but it requires a specialist to select, arrange and process this material and make it available for use. In September 1957, a position of Pamphlets & Documents Librarian was established. Some indication of the increased value of this collection since the establishment of this position may be seen in the following figures on acquisition and circulation of pamphlets & documents.

	1953/54	1958/59
Number added	381	2,281
Circulation	1,332	3,244

Materials (cont.)

MICROFILM: In 1953/54 a project to microfilm the library's file of County Newspapers was started. We now have all of the official County Newspapers on microfilm. We receive current issues of the two County Daily papers on microfilm, and we are working toward the replacement of the rest of our newspaper files with microfilmed copies. We will, of course retain the original file of the San Mateo Times-Gazette, but we hope to acquire a microfilm copy of this file in order to avoid the inevitable damage to the original when it is used for reference purposes.

CALIFORNIA COLLECTION: An appraisal of this collection for insurance purposes was completed in 1959. This collection contains many rare and valuable books on local county history.

Reader's Services

Services to the public have been expanded, as hours of public service at the branch libraries have been increased.

	1953/54	1958/59
Total hours of public service per week	469	551

Increased frequency of shipments between branches, and greatly expanded use of telephone communication between branches and headquarters has speeded up the filling of requests. Branch shipments are now made at least weekly to all branches with one exception, and the three largest branches receive shipments twice a week.

	1953/54	1958/59
Volumes shipped to Branches	22,988	41,388

An additional improvement of service to borrowers was a modification of procedure regarding borrowing books. Books may now be borrowed and returned anywhere in the system.

Other improvements include the installation of mechanical book charging machines in four additional branches (8 branches now have such a system). This includes the installation of photographic charging on the bookmobile and one branch library. The Procedure Manual for Branch libraries was completely revised in 1957, the first revision in 15 years. A new multiple copy request form was developed in order to speed up request service and reduce the clerical work required to process requests.

Reader's Services (cont.)

ROTATING COLLECTIONS of both non-fiction and fiction have given patrons in all branches an opportunity to see the unusual and expensive titles which we can purchase only in limited quantity.

The practice of holding quarterly MEETINGS OF BRANCH PERSONNEL has been continued. These meetings provide for an interchange of ideas and a discussion of mutual problems.

REFERENCE SERVICES: Increased personnel in the Headquarters REFERENCE Department have made possible a great improvement in this important phase of our service. Increased use of these services are shown in the following figures:

	1953/54	1958/59
Branch Requests received at Headquarters	6,202	9,865
Inter-library loans:		
Books borrowed	823	1,942
Books loaned	142	281

BOOKMOBILE: This traveling branch was added to our service in March, 1953. It has proved to be a tremendously popular and successful service, and now ranks as our third busiest outlet. The figures below show the increase in use of the Bookmobile:

	1953/54	1958/59
Circulation	53,010	100,444
Number of borrowers	3,605	10,581

Administration

LIBRARY BUILDINGS: Perhaps the most important step since the establishment of the County Library was the decision made in 1955 to proceed on a library building program. Plans for a Headquarters building and Branch Libraries in East Palo Alto and the Sharp Park area of Pacifica have been completed, and construction of these buildings should be finished in 1960. A major policy decision was made in 1959 when the Board of Supervisors agreed to establish a County Library Building Fund, to which approximately two cents of the library tax would be allocated each year. A decision to construct a library building in San Carlos has been made, and the County Librarian is now preparing a supplement to the 1955 County Library Building Program to outline future building needs.

COST ANALYSES: A method of cost analysis was developed by the County Librarian and the Administrative Analyst in the County Manager's Office. This makes it possible to allocate library service costs to specific areas served by the County Library. This has been particularly helpful in reporting to the governing agencies of affiliated city libraries.

INTERGOVERNMENTAL RELATIONS: Menlo Park established a Municipal Library in 1954. In 1957 Menlo Park completed a city library building and created a position of City Librarian, but continued its affiliation with the County Library. San Bruno withdrew from the County Library in 1954. Daly City withdrew from the County Library in July 1959, but will continue to receive services from the County Library on a contractual basis in 1959/60. Preliminary studies for various Cooperative Projects with other public libraries in the County have been made. As soon as the new County Library Headquarters building is completed, we expect to expand our cataloging program to include one or more of the independent City Libraries.

Finances:

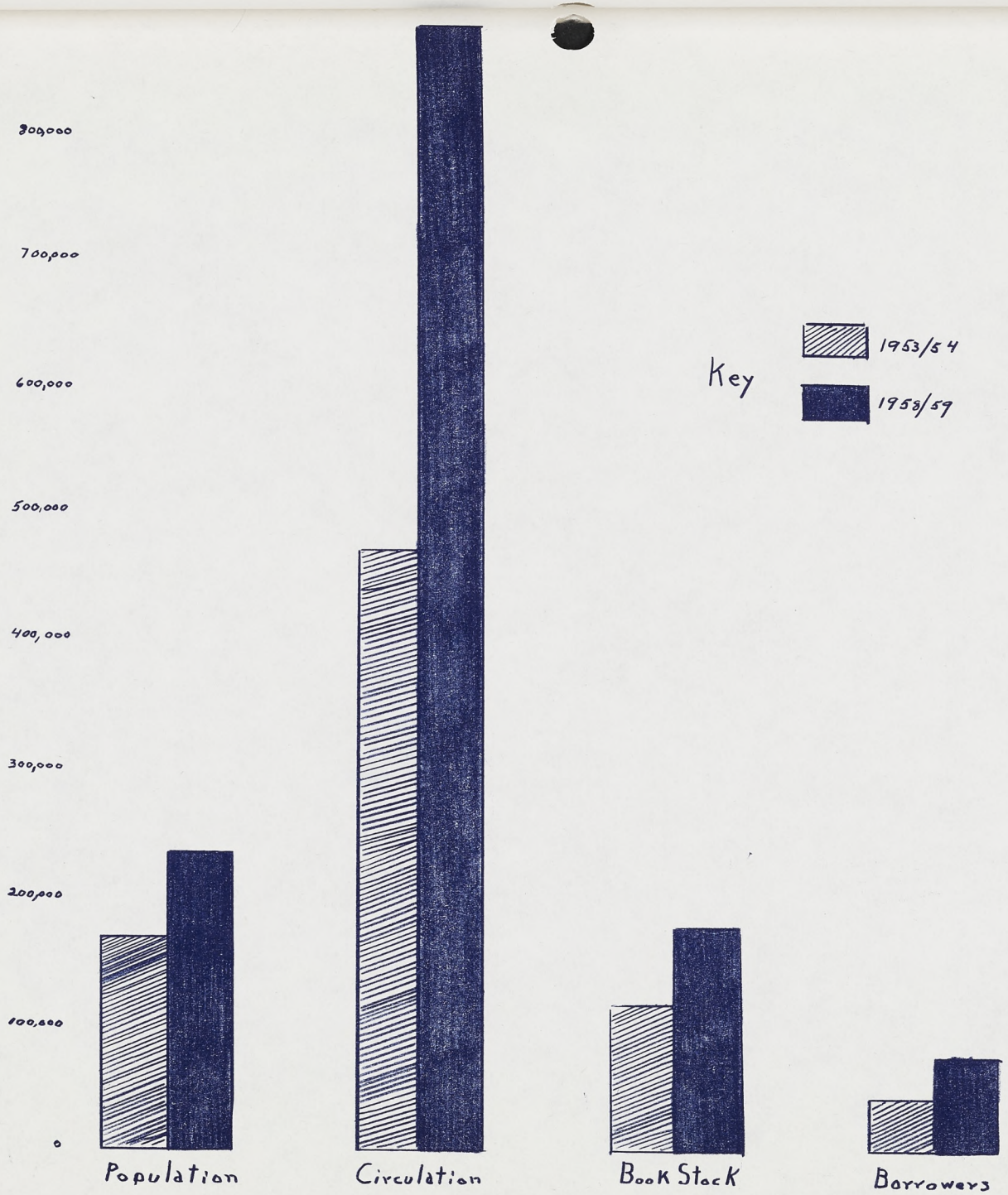
The County Library is supported by a County Library tax, levied only upon areas served by the County Library. The tax rate for the fiscal year 1958/59 was .098 per $100 assessed valuation.

Income 1958/59

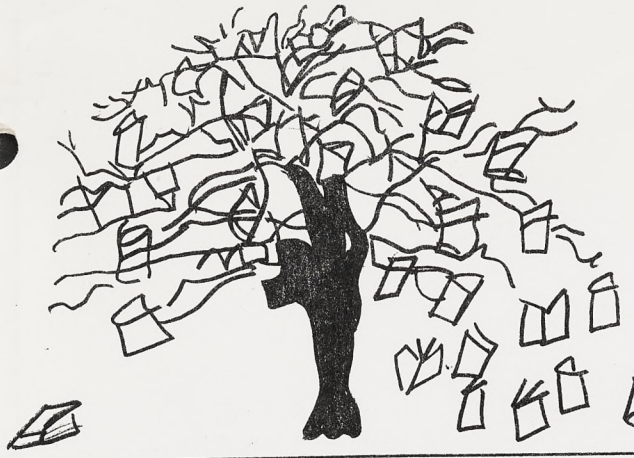
County Library tax		$322,343.68	
In lieu of taxes		223.55	
County General Fund		9,204.00	
Reimbursement from City of Belmont for Building Rental		1,500.00	
Gifts		240.81	
Fines and lost books		16,383.68	
Refund & cancelled warrant		6.37	
Reimbursement for postage		20.96	
Balance prior accounts		238.59	
	Sub-Total	$350,161.64	
Balance from previous year		27,870.60	
	TOTAL		$378,032.24

Expenditures 1958/59

Salaries		213,596.06	
Books and library materials		48,422.94	
Maintenance and operation		67,858.07	
	Sub-Total	329,877.08	
Capital Outlay		34,925.74	
	TOTAL		364,802.81
Balance			$ 13,229.43


800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
0
Population
Circulation
Book Stock
Borrowers
Key
1953/54
1958/59
3.37
4.08
Circulation Per Capita
.71
.73
Book Stock Per Capita
$1.17
$1.63
Financial Support Per Capita

SUMMARY



BOOKS AND BRANCHES
of the
SAN MATEO COUNTY FREE LIBRARY

N.S. Vol. 6 Redwood City July-August 1959 No. 4

THE WORLD OF BOOKS

"In setting a theme for its seventy-eighth convention the American Library Association has emphasized the initial purpose of the library profession and the larger meaning it has for all mankind. The World of Books is a unique world that depicts the history of mankind; it is also the world of dreams, thoughts and hopes on which many people have been able to build and from which others have been able to draw solace.

"The World of Books will be celebrated in Washington at an appropriate time in our history. The broadening development of education as a way of life is being daily considered in Congress. Bills are being presented to lift the level of American education. All phases of this process are in need of strengthening as are the agencies for the spread of knowledge and learning.

"Congressmen and Senators will do well to visit with the librarians of the country during their meeting. They will see the caliber of the professionals who in many areas are the people who direct the education of the people no longer in school, encourage the development of those in school, guide the pre-school child and help the parent with information on bringing up a well-informed child into a close-knit family unit.

"Education for life comes out of many institutions. The library in all of its facets is an institution that grows great on the variety of services it renders. We salute the A.L.A. on its conference and the more than 5,000 professional librarians who will attend."

New York Times editorial, June 21, 1959.

FUTURE DATES & EVENTS OF INTEREST

September 18	Book Selection Meeting
October 12	Columbus Day, Holiday
October 16	Book Selection Meeting
October 19,20	County Librarian's Meeting, Sacramento
October 20-24	California Library Association Conference, Sacramento
November 1-7	Book Week
November 11	Veteran's Day, Holiday
November 26	Thanksgiving, Holiday

HEADQUARTERS BUILDING

Bids for the County Library Headquarters building were opened on September 1. The contract for construction of the building was awarded to the Leonard Semas Co. of Santa Clara, who submitted a low bid of $227,500. We hope that construction will start within 30 days, and you can be sure there will be a real celebration when they move that first shovel of dirt, and we know the building is actually under way.

PROBLEMS OF SERVICE TO HIGH SCHOOL STUDENTS

A group of School administrators and public librarians met on August 6 at the San Mateo Public Library to consider some of the problems related to use of public libraries by high school students.

The following list of problems were presented by the librarians for consideration and discussion:

1. Points to consider in service:
   a. School library is centered on the student and curriculum requirements.
   b. Public library serves all age groups, and book collection must be diversified.

2. Need for better communication between school administration and public library.
   a. Copy of school curriculum should be sent to public libraries to be followed with notification of revisions.
   b. Advance notice to public libraries concerning special subject assignments.
   c. Copies of reading lists should be sent to libraries.

Problems of Service to High School Students (cont.)

3. Teachers should know the resources, staff, and size of the public library their students use. Sending students to nearby libraries imposes an added burden on their staff, book collection and seating space.

4. Teachers should assess the availability of material prior to making assignments.

   a. Unrealistic assignments.
   b. Reading lists not checked and are often obsolete.
   c. Same assignment to 5 or 6 classes might be staggered.
   d. Biographical information on authors not always available, especially for teen-age books.
   e. Textbooks and medical books are not available in public libraries.
   f. Use of rare materials is usually restricted to adults because material is irreplaceable.
   g. Magazine holdings in many libraries are not on open shelves.

5. Nature of assignments:

   a. More flexibility in the number of books, magazines and pamphlets required for term papers.
   b. Assignments specifying specific number of words.
   c. Book reports by French, Italian, Spanish, etc. authors, and no list to select from.
   d. Assignments on same subject--Greek family life, sports, theatre, etc., or entire class reporting on 3 composers.
   e. Limiting use of encyclopedias.
   f. Assignments should be more clearly defined so student knows what is expected of him.
   g. Requiring illustrated term papers results in mutilation of library materials.

6. School library hours need to be extended, and more staff added and larger book collection.

7. Discipline requires so much of the librarian's time, that she cannot assist students or adults in finding materials.

8. Mutilation and theft of materials.

9. Orientation of student to proper use of library and library materials, as well as his courtesy and consideration of staff and other patrons.

10. Public librarians could be invited to meet and discuss library problems with teachers.

Although it was obvious that there was no easy solution to any of these problems, I believe that the meeting was helpful since it made the administrators aware that a problem exists. The most helpful result of the meeting was an awareness of the importance of communication between teachers and librarians.

Problems of Service to High School Students (cont.)

The administrators stated that they would make a strong recommendation that the local librarian be invited to attend a meeting of those faculty members most concerned with subjects involving school assignments i.e., English, Social Studies and Science. Please notify Mrs. Mathison as to whether or not you receive such an invitation this fall.

TEEN AGE BOOK LISTS

Marion Garthwaite has prepared a list of book lists which should be helpful to you in selecting books for Young People. Copies of the list will be sent to you soon. Many of the branches have the lists which are cited, if you want copies of other items on the list, please notify Mrs. Garthwaite.

SUBJECT SPECIALIZATION IN PENINSULA LIBRARIES

Public librarians of the Peninsula have been studying the possibility of some degree of subject specialization; i.e. the allocation to certain libraries of responsibility for developing a more intensive collection in particular fields. Since this is a project which needs considerable study in order to determine what constitutes a "strong" collection, and what are appropriate areas for specialization for our libraries, a committee has been appointed to work on this project. Mrs. Cox is a member of this committee.

On the basis of existing collections and community interests the following areas of subject specialization have been established and assigned. In addition to subject allocation, it was felt that it might be feasible to make a geographic allocation, this would include not only description, travel and history of the area, but books on foreign relations, biographies of national figures, and outstanding fiction and literature of the area (in English translation.

Subject Specialization in Peninsula Libraries (cont.)

Areas of specialization which have been established and assigned are the following:

Burlingame:	Literature
Menlo Park:	Gardening
Mountain View:	Religion, Industrial Engineering, North America (outside the U.S. and incl. the Carribean)
Redwood City:	Electronics
San Bruno:	Scandinavia, including Greenland & Iceland
San Mateo City:	Business Western Europe
San Mateo County:	Library Science Government, especially local government Californiana, with special emphasis on local County history. Far East, including India and the Phillipines
So. San Francisco:	Art South America

MCNAUGHTON COLLECTION

A notice concerning a change in our formula for McNaughton Books has been sent to all branches. This change will be effective in September.

CALIFORNIA COLLECTION

For the first time in the history of the library the Californiana Collection has been appraised for insurance purposes. In the course of this appraisal we discovered a number of books which have been circulating, but which should be placed in a reference category either because of their value, or because they are irreplaceable. When California Collection books are sent to your branch to fill a request please observe the following rules:

Do Not circulate the book if it is marked Reference.

Return all California Collection books to headquarters as soon as the request has been filled.

The evaluation of the California Collection is as follows:

California Collection (cont.)

No. of Volumes	Item	Unit Appraisal	Extension
916	Books		$10,567.50
34	Index to Register--San Mateo County (voters)	@ $2.50	85.00
2	San Francisco City Directories	@ 25.00	50.00
11	Redwood City Directories	@ 15.00	165.00
95	Telephone Directories	@ 5.00	475.00
78	Newspapers (19th Century) *	@ 50.00	3,900.00
49	Newspapers (20th Century)**	@ 25.00	1,225.00
		TOTAL	$16,467.50

* 36 Volumes of 19th Century issues are duplicates totaling $1,800.00

** 7 Volumes of 20th Century issues are duplicates totaling 175.00

Loraine Wallace's assignment this summer has been the preparation of a special author catalog of the California Collection with descriptive notes of the books, and a record of their value as appraised in 1959. Unfortunately she had to be used for so many other assignments that she was not able to complete this project. We hope that she may be able to do some work for us this fall, and that we can complete this record which will make the collection much more useful.

STATE AID BILL

The Legislation Committee of the California Library Association has decided to poll the membership to sound out their thinking about the State Aid Bill which was defeated in the last session of the legislature, and to get an expression of thinking as to direction of planning for future legislation. Those of you who are CLA members may wish to check the memos which we issued last spring regarding AB 1985 and our reasons for supporting it.

FROM THE REFERENCE DEPARTMENT

Please change your listing on the U.S. Cabinet Members. The new Secretary of Commerce, confirmed by the Senate August 6, 1959, is:
Frederick H. Mueller.

BRANCH NEWS

Half Moon Bay: On June 23, 1959, the citizens of Half Moon Bay voted to incorporate, thus Half Moon Bay becomes the 16th incorporated area in the County. Officials of this new city are:

Mayor; John L. Carter.
Councilmen; Ellis R. Benson, Manuel E. Cardoza, Bruce Granelli, and Steve Ponce.

Menlo Park: Esther Lundgren reports the following item which might be interpreted as a Sign of the Times: A small boy who had just received his library borrower's card rushed over to his mother and exclaimed, "Look, Mom, I got a credit card."

San Carlos: Remodelling of the library quarters was finally completed on August 15. The library was closed during the last two weeks of August for inventory and moving, and opened on September 1, in its new quarters at 554 Elm Street. The telephone number remains the same: LY 3-8563. Although these new quarters are a great improvement over what we have had for the past few years, the space is barely adequate for present use and we are very pleased that the City and County are cooperating on a project to secure a Branch Library Building for San Carlos. The City has set aside space in the civic center for the building and the County has set July, 1962 as the target date for completion of the building. This building will be financed from a County Library Building Fund, (a special fund included in our budget for the first time this year). The San Carlos Library Committee will work with the librarians and City officials in preparing a program for the San Carlos Library Building. Mr. Morton Block has resigned as chairman of the Committee and Mrs. Joyce Rosenstiel has been elected to serve as the new chairman.

STAFF NEWS

Belmont: At Belmont, MRS. JOSEPHINE MEREDITH and MISS JUDITH BARNWELL have been appointed to the two new positions open September 1. Mrs. Meredith has been substituting at the Branch during the past year, and Judy, a Senior at Notre Dame, was formerly a Belmont page. ALICE ROSSI, who has been on leave of absence because of ill health, will return in September.

Menlo Park: Once more, the Menlo Park staff is sadly depleted. LYNN CHEN left August 15 for Minneapolis, where her husband has accepted an assistant professorship at the University of Minnesota. LIESE FAJARDO leaves in September to enroll at the U.C. School of Librarianship in Berkeley. MISS REGINA MINUDRI, who has been appointed to the Reference position, is a recent graduate of this school. She has been working at the Sunset Branch of the San Francisco Public Library, and will join the Menlo staff September 14.

Menlo Park (cont.)

It is good to have JEANNE CHURCH back again, after an absence of nearly four months. MARY JEFFERS is also back after a remarkably speedy recovery from recent surgery. ESTHER LUNDGREN has obligingly split herself three ways and now works part-time at Menlo in addition to her Francisquito and Bookmobile assignments. We have been especially lucky to have had such good vacation help as JOAN EDMONDS and JANICE KEILY this past Summer. We shall miss then when they return to college. JAMES SAUNDERS is the new Menlo page, replacing RICHARD POLESE.

CONGRATULATIONS!

To Phil and Edna Morales on the arrival of Robin Gail, a second daughter on August 1.

To Mrs. Novak in Pacifica, on her new grandson Stephen Bradley, born August 13.

To Joan and Jim Cisinski (Joan Rucker) who now have a daughter, Katherine.

And to Ann Warner who won the national championship for breast stroke at the recent AAU National Swim Meet. Ann is also on the team for the Pan-American Games in Chicago the first week in September, and we have just learned that she set a new record for the 200 meter breaststroke.

Headquarters: WILLO BENNETT resigned to be married September 1 to Milton Hinds. They are planning a wedding trip to Hawaii. MRS. BETTY GARDNER has been appointed to Willo's position, and will be handling time-cards and payroll from now on. BUDDIE HAINLINE has been promoted to a new Library Assistant II position in the Cataloging Department. Her former position is being filled by MRS. DOROTHY CHERRY. LINDA SHINE, who has been helping in Book Repair since SALLY RODEN left, will be going to U.C. in September. Sally, now Mrs. Christopher Hinton, is living in Virginia City, Nevada. She and her husband both plan to return to Pomona for another college year.

Word has come from GEORGIA COX on vacation in New Jersey that she must go into hospital for surgery September 4. She hopes to be back by October, but no doubt would enjoy hearing from you. Her address will be in care of her mother, Mrs. John Fox, 440 Richmond Avenue, Maplewood, New Jersey. ELLEN COVEY will be Acting Reference Librarian while Georgia is away.

MISS ROSS has been appointed to serve as chairman of a CLA legislation sub-committee to study the implications of AB 2789, a bill submitted at the last session of the legislature and referred to interim study committee. This bill provides for the distribution of assets of the County Library, including unencumbered appropriations, to a city withdrawing from the County Library.

Headquarters and Branch staff members were saddened by news of the death of MRS. LOIS LIND on August 14, and join in extending sympathy to Walter Lind and Karen.

Virginia L Ross

STATISTICAL REPORT

1957/58 1958/59

	Circulation		Borrowers	
	1957/58	1958/59	1957/58	1958/59
Atherton	5,382	6,174	491	245
Bayshore	3,686	4,266	393	400
Belmont	82,764	97,803	4,203	5,404
Bookmobile	77,187	100,444	9,778	10,581
Brisbane	19,413	21,046	895	915
Colma	8,165	8,891	458	473
Daly City	11,559	9,057	8,034	8,692
El Granada	6,257	7,639	207	281
Francisquito	43,956	46,644	2,839	3,045
Half Moon Bay	7,763	7,943	541	639
La Honda	2,296	1,802 *	137	- *
Main	37,430	34,151	3,392	3,288
Menlo Park	169,624	200,362	10,803	11,232
Millbrae	57,941	69,975	2,970	4,514
Montara	1,873	169 **	53	53 **
Pescadero	10,632	22,959	394	405
San Carlos	128,269	124,523 ***	7,976	8,433
Sanatorium	2,115	1,708	-	-
Sharp Park (Pacifica)	40,730	43,715	2,753	3,385
Westlake	46,757	53,433	4,712	5,427
Woodside	14,286	15,538	826	806
Summer Camps	466	486	-	-
Total	778,551	878,728	61,855	68,218

* Closed, May 1959
** Closed, July 1958
*** In temporary quarters for six months

Book Shipments	1957/58	1958/59
Books sent to Branches	42,083	41,388
Books returned from Branches	30,946	35,386

Book Stock	1957/58	1958/59
Number of volumes added	16,340	12,788
Number of volumes withdrawn	6,936	1,735
Total volumes, June 30	145,310	156,363
Number of titles added	3,281	3,075
Volumes received from Book Rental Service	781	1,803

Total Number of Books Cataloged and Processed	1957/58	1958/59
County Library General Collection	16,296	12,729
Menlo Park	351	1,251
Daly City	2,024	2,953
TOTAL	18,671	16,933

Card Statistics	1957/58 Typed	1957/58 Multilithed	1957/58 Total	1958/59 Typed	1958/59 Multilithed	1958/59 Total
Catalog Cards						
Main Catalog	6,844	3,218	10,062	4,445	4,336	8,781
State Library	1,870	415	2,285	1,216	916	2,132
Branch catalogs	15,293	38,669	53,962	4,211	33,399	37,610
Daly City & Westlake	5,223	1,374	6,597	6,034	1,772	7,806
Menlo Park	829	11	840	2,361	218	2,579
TOTAL	30,059	43,687	73,746	18,267	40,641	58,908
Book cards and station cards		26,801	26,801		21,512	21,512
Pockets *		4,236	4,236		10,962	10,962
Masters typed (cards & pockets)			11,179			11,159

* Started multilithing pockets in March 1958

Special Requests received at Headquarters	1957/58	1958/59
Author - Title	7,941	8,779
Subject	1,082	875
Telephone *		211
TOTAL	9,023	9,865

* Started counting telephone requests November 1958

Inter-Library Loans	1957/58	1958/59
Books borrowed	1,620	1,942
Books loaned	249	281

Reference and Readers' Aid Transactions	1957/58	1958/59
	18,478	*

* Figure not available

STATISTICAL REPORT

June - July, 1959

	Circulation June 1958	Circulation June 1959	Circulation July 1958	Circulation July 1959
Atherton	505	622	573	846
Bayshore	265	242	#	#
Belmont	7,958	8,846	8,673	8,939
Bookmobile	4,935	7,685	6,846	9,016
Brisbane	1,525	1,939	1,605	1,762
Colma	939	870	841	823
Daly City	915	150	953	##
El Granada	545	780	564	836
Francisquito	3,782	4,490	3,903	4,611
Half Moon Bay	557	704	604	630
La Honda	193	*	198	*
Main	2,769	3,094	3,437	3,482
Menlo Park	15,415	18,891	19,406	21,189
Millbrae	5,615	7,259	6,575	7,499
Montara	139	**	169	**
Pescadero	1,065	1,399	981	1,355
San Carlos	11,648	11,149 ***	12,963	11,727***
S.M.Co.Sanitorium	189	180	148	203
Sharp Park (Pacifica)	2,848	3,584	3,221	3,542
Westlake	3,965	4,274	5,098	##
Woodside	1,450	1,153	1,083	1,104
	67,222	77,311	77,841	77,564

Closed for Summer
Daly City & Westlake Branch, withdrew from County Library system as of 7/1/59
* Closed May, 1959
** Closed July, 1958
*** In temporary quarters

Book Shipments - June and July 1959	June	July
Books sent to branches	3,284	3,441
Books returned from branches	2,360	2,566

Books Processed - June and July, 1959		Titles	Copies
Non-Fiction		270	1,086
Fiction		94	472
Juvenile		201	1,161
	Sub-total	565	2,719
Daly City		387	524
Menlo Park		207	263
	TOTAL	1,159	3,506
P Pamphlets		264	701

Special Requests Received at Headquarters	June	July	Total
Author-Title	845	651	1,496
Subject	70	59	129
Branch Requests telephoned to Headquarters	23	36	59
	938	746	1,684

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

REDWOOD CITY
SEP 14 '59
CALIF.
U.S. POSTAGE
03
PB METER
PB 171587

Dr. Lionel Farber
159 Wilshire Ave
Daly City, Calif.

Grant Chemical Company, Inc.

Baton Rouge, Louisiana
Greensboro, North Carolina

Manufacturers of Custom Chemicals, Industrial Cleaners and Corrosion Control Coatings

REPLY TO
P. O. Box 263
Baton Rouge 1, Louisiana

July 30, 1959

Mr. Lionel Farber
Hooper Foundry
University of California
2nd & Parnassus
San Francisco, 22, California

Dear Mr. Farber:

The editors of Chemical and Engineering News have informed us that you have requested additional information about Tile-Kote.

The enclosed brochure describes the uses and physical properties of Tile-Kote.

In industry Tile-Kote has been used in shower rooms, exterior masonry walls and pipelines in corrosive areas. Architects have used it on colored panels for curtain wall construction, exterior masonry walls, sanitary rooms in food processing plants and other applications where a permanent attractive waterproof coating is essential.

We sincerely appreciate your interest in our product and will assist you in any special application you may have for Tile-Kote.

Sincerely,

Paul H. Edgar

Paul H. Edgar, Sales Manager
Plastic Division

PHE:dc
Enclosure

GRANT CHEMICAL COMPANY, INC.
BATON ROUGE, LA.

TECHNICAL BULLETIN

1911 N. Fourth St.
Phone DIckens 4-5633

tile-kote . . . *for new permanence, beauty and versatility in building*

Tile-Kote is an interior and exterior coating giving unequalled permanence and beauty to masonry, concrete and cinder block, plaster and other building materials.

It has long life, easy application, practically no maintenance, high strength and bond, corrosion and abrasion resistance, versatility in color and finish, and the ability to provide absolute waterproofing.

These unique qualities have given it wide acceptance by architects and industrial users for a variety of applications.

Tile-Kote is a synthetic resin of the thermosetting type which, after application as a liquid, actually cures itself without heat. The coating, which is a 100% solids system containing no evaporative solvents, cures in from one to four hours. The dense, hard, non-porous finish may be porcelain-like when a glossy finish is desired, or may be obtained in the flat or semi-gloss finishes. In addition to surface versatility which produces a smooth finish on such rough materials as concrete blocks, all colors, tints or combinations can be used.

This coating is competitive with ceramic and glazed tile in use and appearance but does not have the disadvantages of excessive weight, high cost and absorptive joints.

Tile-Kote is shown in exterior use over concrete block.

A modern office building constructed entirely of concrete blocks and finished with DURABOND TILE-KOTE, a product of Grant Chemical Company, Inc., Baton Rouge, Louisiana.

P28643

Plastichrome® by COLOURPICTURE PUBLISHERS, INC., Boston 15, Mass., U.S.A.

PUT STAMP HERE

POST CARD

DETAILS

Abrasion Resistance. . .

Tile-Kote surfaces are dense, non-porous and completely non-absorptive. A high compressive strength of 21,000 psi gives Tile-Kote extreme resistance to mechanical abuse. On an absorptive material, such as a cinder block, plaster, etc., Tile-Kote penetrates forming an almost inseparable bond and actually increases the strength of the building material.

The high impact and abrasion resistance of Tile-Kote makes it particularly suitable for areas of great wear and abuse.

Corrosion & Stain Resistance. . .

A Tile-Kote surface is not affected by greases, oils, paints, lipstick, inks, food acids and juices, and most other soils.

Tile-Kote resists most chemicals, including acids, solvents, and mild alkalis. Even boiling 5% solutions of sulphuric acid and sodium hydroxide fail to affect the surface after 18 hours.

This coating does not absorb moisture or odors, and is completely non-toxic making it very suitable for food-handling areas and institutions having untidy wards.

Maintenence. . .

Because of Tile-Kote's chemical resistance, all common cleaning solutions may be used, but soap and water is sufficient to handle most stains. All common disinfecting solutions and chemicals may be used on Tile-Kote and the coating will not support bacterial or fungus growth.

Any break in the coating caused by the structural failure of the basic building material can be easily and quickly patched.

Long Life. . .

Tile-Kote's toughness, resistance to wear and chemicals, and strong bond all combine to give the surface an exceptionally long life. As yet, we have experienced no failure of this coating when properly applied over a suitable substrate for architectural purposes.

Weatherometer tests in progress already indicate a life expectancy in excess of ten years.

Waterproofing. . .

Not only will Tile-Kote provide an absolutely watertight and waterproof surface for such porous and irregular materials as cinder and concrete blocks, but will not even allow the passage of water vapor through the coating. This quality of Tile-Kote makes it ideal for the coating of boat hulls.

Color. . .

Tile-Kote is available in an unlimited range of colors and can be matched or blended to suit the customer. Bold colors, soft pastels or artistic multicolor effects can all be obtained with Tile-Kote.

The presence of color does not effect the properties of the cured coating in any way.

Application. . .

Factory trained and franchised applicators are available for Tile-Kote applications. The application can be made on either old or new surfaces with speed and a minimum of inconvenience.

Special Use. . .

To hide major defects of a surface or to increase the strength of the coating, Tile-Kote may be applied with Fiberglas cloth.

ARCHITECTURAL SPECIFICATIONS

Specify: Tile-Kote, as manufactured by Grant Chemical Co., Inc.

Do not write Tile-Kote into the general painting specifications. It should be in a Special Coatings Section, because of the special coating procedures and techniques which are not to be entrusted to untrained painters. Factory trained and licensed applicators are readily available for application contracts.

Mechanical and Materials Specifications. . .

Tile-Kote shall consist of synthetic resins and resin forming materials, pigments, and special additives only, and shall be 100% solids, containing no evaporative solvents. The material shall cure tack free in the presence of air.

All components of Tile-Kote, including the hardener, shall be essentially non-toxic, and cured films shall be completely odor free and non-toxic. Cured films shall exhibit no breakdown and pigments shall exhibit no color change after 1,500 hours in a Weatherometer. No change in hardness or physical properties shall be observed.

Tile-Kote shall be colored with nothing other than Tile-Kote Color Concentrates, containing only base resins and milled colors. High pigment content of Tile-Kote films shall not inhibit complete curing.

Tile-Kote films, when cured, shall be suitable for food handling and processing areas and equipment, and shall not support combustion on masonry surfaces.

Tile-Kote resinous coating shall be applied only by licensed and trained applicators, and no materials or performance guarantees shall apply in other cases.

Physical Properties. . .

Figures represent minimum specifications on Tile-Kote Tests conducted on 1/8-inch castings at 77° F.

Tensile Strength, psi	6,910
Flexural Strength, psi	11,500
Compressive Strength, psi	21,000
Heat Distortion Point, °F	163
Barcol Hardness, air cured	46-50
Specific Gravity	1.156-1.166
Volume Shrinkage on Curing, %	6 to 6-1/2

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
December 2, 1959

MEMBERS PRESENT: Dr. Farber, Clifford Dignam, Maude Hanselman.
MEMBERS ABSENT: Sarah Kelachava, Frank De Martini
GUESTS: Sam Chandler, Librarian

The final plans of the Westlake Library were studied in detail by the Commission and Mr. Chandler. The Council will award the bids on December 14, 1959 with 180 days thereafter to complete the building.

The librarian explained the complete process of cataloging now being done by the Daly City Library staff.

The President of the California Library Association has appointed Dr. Farber to serve on the Civil Liberties Committee.

The revised county contract has been signed by Dr. Farber for the Commission and it will be returned to the County.

The Commission met with the Council on November 19 in study session and after appraising them of the great need for new books for the Westlake Library, the commissioners were told that this matter would be given serious consideration after a final check on the city finances. The Commission was asked to present another letter regarding this matter to the council. The letter, with copies for each member, will be ready for the next meeing on January 13, 1960.

The library reports were studied and discussed with special instructions to the librarian to do all possible to increase the circulation.

The meeting adjourned at 10:30 P. M.

_____
Maude Hanselman, Secretary

DAVIS CITY LIBRARY COMMISSION

AGENDA

MONTHLY MEETING

JANUARY 13, 1960

I. Minutes of last meeting.

II. Reports

III. New Business

An examination of types of furniture for the new library

IV. Old Business.

CITY OF DALY CITY

REGULAR MEETING - CITY COUNCIL - DECEMBER 14, 1959 - 8:00 P.M.

A G E N D A

ROLL CALL:

MINUTES:

COMMUNICATIONS:

1. Letter from P. E. Van Pelt, Inc., re: Requesting payment of fire truck.

2. Letter from Bay Area Air Pollution Control District, re: Requesting a Special Session of State Legislature for Control of Vehicle Exhausts.

3. Letter from Howard's Quality Cars, re: Requesting reinstallation of parking meters on Mission Street at 6747 Mission Street.

4. Letter from St. Francis Heights Improvement Association, re: In support of a proposition to keep the office of Director of Public Works.

5. Letter from St. Francis Heights Improvement Association President, re: Requesting installation of stop sign at St. Francis Blvd. and Mariposa St.

6. Letter from Alice Jordan, re: Request for Dance Permit for party on December 18, 1959 at Westlake Auditorium.

7. Letter from Washington & Associates, re: Estimated time of completion of report on engineering Investigation of Water Works Plant.

AWARD OF BIDS:

10. Westlake Library.

HEARINGS:

20. Vacation of a portion of Wyandotte Street.

OLD BUSINESS:

30. Personnel Board recommendations.

31. Architectural plans for Tidewater Associated Oil Co. station.

ORDINANCES:

40. First Reading Ord. 505 - Establishing R-3 classification on 5.325 acres MOL, located north of Eastmoor Avenue and west of Pauline Brown School.

41. First Reading Ord. 506 - Approving Annexation of Olcese Annexation.

CITY OF DALY CITY

REGULAR MEETING - CITY COUNCIL - DECEMBER 14, 1959 - 8:00 P.M.

A G E N D A

RESOLUTIONS:

50. Authorizing Various Parking and Traffic Regulations.

51. Prohibiting the Parking of Vehicles on State Highway Subject to Approval of State Department of Public Works.

52. Cancelling Warrant No. 3814.

53. Authorizing Installation of Arterial Stop Sign at South Mayfair Avenue and Dorchester Drive.

54. Authorizing Employment of Crossing Guard at Knowles & Miriam Streets.

55. Accepting Completion of Corporation Yard.

56. Executing Contract with B. Miles Thomas for 8" Transmission Line.

57. Cancellation of Taxes.

CLAIMS:

60. Claim of $10,000 filed by George Carroll, 536 Excelsior Ave., S.F.

MOTIONS:

ADJOURNMENT:

CITY COUNCIL
CITY OF DALY CITY
ADJOURNED REGULAR MEETING - DECEMBER 10, 1959 - 8:00 P.M.

ROLL CALL:

MINUTES:

OPENING OF BIDS:

1. Library at Southgate Avenue & Windsor Drive.

MOTIONS:

ADJOURN:

Plaka Corp

$148,700

Johnson Nelson Inc

$143,700

Peter Sartorio

$146,614

Denmark Construction Co

150,000

159

J. Collins Co

$145,961

J. Bettencourt

$151,151

McGrann & Jacobian Cecchini

$145,875

PRELIMINARY AGENDA
COUNCIL MEETING - DECEMBER 14, 1959

RESOLUTIONS:

60. Authorizing Parking and Traffic Regulations.

61. Prohibiting The Parking of Vehicles on State Highway Subject To Approval of State Department of Public Works.

62. Cancelling Warrant No. 3814.

63. Authorizing Installation of Arterial Stop Sign at South Mayfair Avenue and Dorchester Drive.

64. Authorizing Employment of Crossing Guard at Knowles & Miriam Streets.

65. Accepting Completion of Corporation Yard.

CLAIMS:

70. Personal Claim of $10,000 - filed by George Carroll, 536 Excelsior Ave., San Francisco, Calif.

MOTIONS:

ADJOURNMENT:

CITY OF DALY CITY

REGULAR MEETING - CITY COUNCIL - DECEMBER 14, 1959 - 8:00 P.M.

PRELIMINARY AGENDA

ROLL CALL:

MINUTES:

COMMUNICATIONS:

1. Letter from P. E. Van Pelt, Inc., re: Requesting payment of fire truck.

2. Letter from Bay Area Air Pollution Control District, re: Requesting adoption of a resolution requesting the Governor to include air pollution in his call for special session.

3. Letter from Marchbanks Publications, re: Requesting moritorium on enforcement of parking meter violations on Mission St. on Dec. 16,17,18,19.

4. Letter from Howard's Quality Cars, re: Requesting reinstallation of parking meters on Mission Street at 6747 Mission.

5. Letter from St. Francis Heights Improvement Association, re: In support of a proposition to keep the office of Director of Public Works.

AWARD OF BIDS:

10. Westlake Library.

HEARINGS:

20. Vacation of a portion of Wyandotte Street.

OLD BUSINESS:

30. Land Use Plan.

31. Hiring of additional Police Sergeant.

32. Personnel Board recommendations.

33. Architectural plans for Tidewater Associated Oil Co. station.

34. Jefferson High School request to use land area near Corporation Yard.

NEW BUSINESS:

40. Report on joint use Westlake Park.

ORDINANCES:

50. First Reading Ord. 505 - Establish R-3 classification on 5.325 acres MOL, located north of Eastmoor Avenue and west of Pauline Brown School site.

51. First Reading Ord. 506 - Approving Annexation of Olcese Annexation.

CIRCULATION NOVEMBER1959

Daly City Branch

	Nov. 1958	Nov. 1959
Adult fiction	1755	1690
Adult non-fiction	1623	1566
McNaughton	202	250
Total adult circulation	3580	3506
Juvenile	3366	3253
Periodicals	506	494
Pictures	217	340
Pamphlets	13	47
Records		8
State and interlibrary loans	22	33
Total Circulation	7706	7681
Total Circulation-both branchs	14860	14873

CIRCULATION NOV.1959

Westlake Branch

		Nov. 1958	Nov. 1959
Adult fiction			
City		247	864
County		1449	1062
Total		1697	1926
Adult nonfiction	City	144	352
	County	853	600
		997	952
McNaughton		235	359
Juvenile			
City		2500	2772
County		1130	740
Total		3630	3512
Pictures			1
Periodicals		525	325
State and interlibrary loans		26	10
Pamphlets		8	7
Total Circulation		7154	7192

AGENDA
DEC. 2, 1959
DALY CITY PUBLIC LIBRARY COMMISSION

I. Reports
   a. The final plans for the building
   b. The time schedule for the new building
   c. Cataloging being done by Daly City

II. New business

   a. Consideration of a letter to be sent to the City Council appraising it of the number of books needed to replace County books and to supply the new library.

   b. publicity
   c. study of library standards.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
November 11, 1959

Members present: Dr. Farber, Sarah Kelechava, Cliff Dignam, and Maude Hanselman.
Members absent: Frank De Martini.
Guests: Sam Chandler, Librarian, Mr. Gloe, Architect.

Mr. Gloe was present at the board meeting to report on the progress of the new building. The plans have been approved by the Council and Mr. Calhoun is making a few corrections. It was moved by Maude Hanselman and seconded by Sarah Kelechava that the kitchenette with a fan and a safe as drawn in plans be included. Passed unanimously. A colored picture of the new building was shown to the board and will be placed in the Westlake Library. The large glass front of the building will be plate and as the exposure is north, there will probably not be a glare problem. Bids will be received by the Council in study session on December 10 and the awards will be made on Dec. 14, 1959.

Mr. Chandler reported on the fate of the plans to purchase replacements for county books at Westlake. As there are not funds available, a letter has been sent to the Council advising them that if books cannot be purchased, they must be rented from the County. The Commission will meet with the Council on Thursday, Nov. 19, at 8 P.M. regarding the book problem. It is also hoped that the City and State library laws can be intrepreted in order that the position of the Commission may be clarified.

A copy of the California code pertaining to municipal libraries was distributed and a short study made of "Article 2, Trustees."

A copy of the October library report was received and discussed. Daly City owns about 19,000 books. The Commission would like a report on the number of county books now at Westalke.

A Friends of the Library Committee is working on securing new non-resident members. The library contract was not accepted by the County Supervisors as certain clauses were not clear to them. It is now being rewritten for Council signatures.

The meeting was adjourned at 10:45 P. M.

Maude Hanselman, Secretary

CALIFORNIA
LIBRARY
ASSOCIATION

Please reply to:
June Bayless
San Marino Public Library
San Marino, California

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

November 18, 1959

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

I am endeavoring to complete 1960 committee appointments in order that publication may be carried in the January issue of the California Librarian. My copy must be in the hands of Ray Holt by December 1, and I am very eager to have your acceptance as a member of the Intellectual Freedom Committee. I know you are interested in this phase of our activity and could give valuable guidance to our program.

May I please have your answer by November 23?

Most sincerely,

June E. Bayless

June E. Bayless
President-elect
California Library Association

JEB:md

accepted in letter sent Nov 25/59
with apology for delay

Books and Branches of the San Mateo County Free Library

S. Vol. 6 Redwood City September-October 1959 No. 5

FUTURE DATES & EVENTS OF INTEREST

November 11	Veteran's Day. Holiday.
November 11	Meeting of San Carlos Library Citizen's Committee. 8 p.m.
November 12	Association of Children's Librarians of Northern California San Francisco.
November 19	Public Library Executives of Central California Redwood City Library, 3 p.m.
November 20	Book Selection Committee
November 26	Thanksgiving Day. Holiday.
December 3	Branch Meeting. Belmont Branch, 9:15 a.m.
December 25	Christmas Day. Holiday.
January 1	New Year's Day. Holiday.
April 2	Golden Gate District, C.L.A. University of San Francisco.
April 3-9	National Library Week

"In measuring a library's ability to perform... one is forced repeatedly to the observation that the characteristics of the librarian tend to affect the characteristics of performance more than is often realized. A librarian with imagination and a genuine interest in both books and people will usually be giving reasonably effective library service even under rather severe handicaps of size and support. Frequently this quality is found to apply particularly to certain aspects of the library's program, such as children's work or reference work. This flair for librarianship is found in libraries in systems and in libraries not in systems and among both trained and untrained librarians. Its importance cannot be overemphasized."

Report of the Commissioner of Education's Committee on Public Library Service. New York 1957, University of State of New York. p. 112.

BOOKS AND TV

"A coast-to-coast pitch for books generally and for specific titles, will be made throughout the year by Steve Allen on his Monday night variety show ... In the middle of the premiere show of the season on September 28, Mr. Allen called reading a 'remedy for human ignorance' and said American book buying habits are something of a national disgrace. He followed by plugging the 'tremendously stimulating THE CONDUCT OF LIFE' by Lewis Mumford which was published in 1951. Sales of the book... jumped several hundred copies last week."

Publisher's Weekly 10/12/59. p. 13.

WHITE HOUSE CONFERENCE ON CHILDREN & YOUTH

This conference will be held in Washington D.C. March 27--April 2. Official purpose of the conference is "To promote opportunities for children and youth to realize their full potential for a creative life in freedom and dignity". As reported in Publisher's Weekly for October 12, the "aspects of this theme which 45 state committees have already indicated in preliminary sessions as of greatest interest and importance are (1) juvenile delinquency (2) treatment of disturbed and retarded children (3) the religious and spiritual life of children and (4) the establishment of values and ideals. All of these topics were cited by more than half of the state committees, who have so far made reports to the Conference headquarters, as subjects about which the citizens of their states wished to know more. The conference has already sent a memorandum to its member organizations listing books, pamphlets and articles of special interest to them in connection with the Conference.

"The ALA and the White House conference staff will develop five bibliographies to be used before the Conference. These will be as follows: 1) significant materials on previous White House Conferences, 2) selected

materials on the theme of the 1960 Conference for the use of Conferees, 3) brief discussable materials on the Conference theme for use of discussion groups, 4) books for children which portray values stressed in the Conference and 5) books for young adults which portray values stressed in the Conference".

We will try to get copies of these book lists and bibliographies so that they will be available for interested persons.

GREENBELT ZONE FOR COUNTY

The Board of Supervisors has taken action to create an 8,600 acre Greenbelt Zone in the Pescadero-San Gregorio area. Greenbelt zoning permits nothing but agriculture; land so zoned cannot be subdivided for homes or industry without re-zoning. This action was taken at the urging of farmers in the area who have stated that they "want to remain farmers as long as they can". It's good to know that a few parts of our county will remain free of subdivisions for at least a little longer.

ACTIVITY REPORT FORMS

The revised Activity Report Forms have been sent to all branches. We wish to urge that you send these in monthly along with your monthly statistical report. The activities in your branch are a vital part of our service, and we can't know about them unless you report to us. So please keep us posted, and send them in regularly.

17TH DISTRICT PTA

Miss Ross was one of the participants on a Panel Discussion on Pornography and Censorship at the October 15 meeting of the 17th District PTA. Assemblyman Louis Francis and James J. Kehoe, Postmaster of San Mateo, were the other panelists. Mr. Loren Beckley, San Mateo County Probation Officer, was the moderator. The views expressed by Miss Ross and Mr. Francis represented two widely divergent points of view. The many questions from the floor following the panel presentation indicated that the PTA has an informed and intelligent interest in the subject.

SUMMER READING PROGRAM - 1959

The results of the 1959 Summer Reading Program are finally in. Most of the ten branches participating felt that the program had been worth while, in spite of the extra work and time involved.

Marian Goodman made gay posters showing a skin diver diving deep for treasure. The readers were given gold "pieces of eight" on which to write their names. These were dropped into treasure chests or fish nets, or pasted on the poster or chart.

Menlo had a wonderful deep sea chest, spilling over with shells and costume jewelry. Grace Warner also had chocolate coins in fish nets but had to give this up when the candy disappeared! There were shells and books about shells and many sea stories on display. Two hundred and sixty-eight children took part in the reading program. Mr. Morales said that his own personal reaction was a favorable one. He was all for it. He felt that it provided reading encouragement during the summer and that we should always have one.

Mrs. Crawford ran a whale of a program at Francisquito with two hundred and thirty-five children taking part. The story hour and party at the end almost split that small building at the seams, with about 130 present and the mothers sending in the cookies. Jo, however, feels that the same results could be accomplished by encouragement and assistance without a "Summer Reading Program per se".

A small but enthusiastic group was at Colma with 50 children enrolled. Mrs. Jaymot baked cookies and had foil-wrapped chocolate coins for the wind-up. She wrote in that the children enjoyed the program and that the parents approve of the summer reading and encourage the children to join.

At Woodside, Mrs. Paul said that 28 started the reading club and that 22 certificates were sent to the school at the end.

At Atherton 65 were enrolled. Mrs. French gave each reader a bookmark with their name typed on it, at the end. She said that the mothers were pleased and surprised at the number of children interested. She felt that it was a lot of work but well worth it.

Mrs. Delbon in Brisbane had 38 children signed up and a party and story hour to wind up. She states that the children are already asking about next year. She feels that it stimulates circulation and gives the children who are not on vacation something to do.

Pacifica had 127 children in the program. The results were published in the paper, with the four leading readers listed. Mrs. Novak said the children enjoyed pasting the "Pieces of eight" on the chart.

At Belmont there were 187 children participating but Mrs. Lanzara felt that it was not successful, perhaps because the schools were also sponsoring a program.

At Main Mrs. Smithson had 36 very active participants with a story hour and certificate awards to finish up. "It helps bring out a shy child" she wrote, and added that she felt that the reading programs are really worth it.

At Millbrae Mrs. Steinert had 119 children enrolled. At the end the children were awarded certificates, "pieces of eight", and the names of those taking part were published in the Advance-Star and the Millbrae Sun. She wrote in, "Great interest was shown in the program. Children asked if we were going to have one long before the program started."

Marion Garthwaite
Children's Librarian

COUNTY LIBRARIAN'S CONFERENCE

The annual County Librarian's Conference was held in Sacramento October 19 and 20, and was attended by Miss Ross. The meeting was devoted to a consideration of "The image of the County Library". Miss Ross participated with the County Librarians of Orange, Los Angeles and Santa Clara Counties in a panel discussion of County Libraries as seen in three recent surveys. The surveys were: The Greenaway Survey of Santa Clara County Library, The Wight Reports for the Public Library Commission and Patrick Henry's Report on Public Library Law and Administration.

This discussion was followed by a picture of the County Library as seen by the following:

City Librarians--as reported by Mrs. Frances Henselman, Long Beach Public Library.
A County Library User--as reported by Milton Farrel, County Administrator, Colusa County.
County Supervisors--as reported by William MacDougall, General Counsel, County Supervisor's Association.

Following this rather devastating presentation of the way we look to others, the County Librarians discussed the validity of the picture and ways in which we could revise our image by better public relations and by improving ourselves. We plan to devote a future Branch Meeting to a more detailed report of this meeting and a discussion of its implications for us.

CALIFORNIA LIBRARY ASSOCIATION CONFERENCE

The 61st annual California Library Association Conference was held in Sacramento October 20--23. Miss Ross and Miss Bent attended as official representatives of the County and a number of other staff members were able to attend for a part of the session.

The theme of the conference, "Books Determine--", was evident in all of the general sessions and the many special events. The opening reception was held in the Crocker Art Gallery and provided an opportunity to view a special exhibit of Western Books as well as the gallery showing of paintings.

Speakers at the general sessions were Ray Bradbury, Don Freeman, Terrence O'Flaherty and James D. Hart, Vice-Chancellor of the University of California. It would be most difficult to give a concise report of these talks. They were excellent, entertaining and stimulating. I particularly enjoyed Ray Bradbury's and Professor Hart's. Ray Bradbury has a wonderful, inventive imagination, leavened by a "social conscience". Worth repeating are his comments on the average American novel which he feels is usually "too long, too boring, too clinical", and represents reportage, not fiction. He feels that the writers of these novels lack control and are not creative.

Dr. Hart's paper on "Fine Printing in California" was an excellent summary. It was scholarly, without being dull, and of particular interest to Mrs. Brown and myself because of our recent evaluation of our own California collection which contains samples of a number of the presses discussed by Dr. Hart.

Don Freeman's illustrated chalk talk at the Exhibitor's night was delightful. Our library is indebted to Elizabeth Gallagher who won a prize of plastic jackets, tape dispenser and "cover board" from Gaylord's, which she kindly donated to the library. Our thanks to Elizabeth and to Gaylord's.

Perhaps the high spot of the conference was the Public Relations Institute conducted by Sarah Wallace. We have asked Miss Bent to report on this. It was a busy, profitable and pleasant conference. My only regret is that it was not possible for everyone to attend.

PUBLIC RELATIONS INSTITUTE

Most of us have known Sarah Wallace as author of "Patrons are People" and Public Relations Director of the Minneapolis Public Library. Those of us who were lucky enough to hear her in Sacramento now know that she speaks as well as she writes. In two close-packed, stimulating sessions, Miss Wallace first defined Public Relations in her own terms, then went on to show the various elements, both inside and outside the library, which determine the quality of that library's public relations program.

First Session: Public Relations Inside the Library

Public Relations should not be confused with Publicity. It is more than newspaper columns, radio spots and TV programs. Rather is it a total operation involving policy, personnel and even such factors as physical comfort.

A library is not likely to have an effective public relations program unless it knows both the community it serves and also its own goals for service in that community. The first step for a new librarian, or new library board might be a thorough survey of the community - its backgrounds, business interests, and type of public the library is likely to serve. After this the library administration should set down in writing its goals for library service. This philosophy of service may include both long-term and short-term goals, the latter subject to revision from time to time. Once approved by the administrative board and established as the official library policy, such a statement can give both administration and staff a definite basis for operation.

Staff attitude is another basic factor in good public relations. Through the staff, the public gets its first and often its only impression of the library. And the most effective staff member is the one who feels that he, or she, is working with rather than for the administration. Communication between administration and staff should be free and two-way (upward as well as downward). A published personnel

policy can also play a vital part in staff morale. Training devices such as manuals, orientation programs and staff meetings are also important, but Miss Wallace stressed the point that nothing ever takes the place of mutual respect between staff and administration, a common understanding of the goals or service and the problems involved in attaining these goals.

A library should be ever aware of its potential public. Special business and community groups, teachers, local government officials, people on the newspaper, and at radio and television stations - all these should be informed of how the library can serve their special needs. Equally important is it to keep ones current patrons interested and informed of what the library is doing. The lasting effect of a patron's first impression of a library should be borne in mind: good telephone communications, the attractiveness and comfort of the library itself, but most of all the human element as reflected in its service and the manner in which the service is offered. The staff member with a gracious manner and a sincere wish to serve is the most effective public relations agent a library can have.

Second Session: Public Relations Outside the Library:

This talk dealt with the chief media of library publicity - newspaper, radio, and television - and with the various sources of library news.

Certain basic points were brought out in connection with submitting newspaper stories: Don't overlook certain newspapers in favor of others. Have a list of the various deadlines and try to observe them. Never write an editorial, although sometimes an editor will welcome suggestions when he knows you. Letters to the Editor columns, however, will often answer the same need.

It was noted that while radio is useful for spot announcements and for publicizing special events, television has now taken over on-the-spot news coverage.

Librarians should develop news consciousness. They should remember that news is not just exhibits. Although it is easy to recognize a "hot" story, for instance a gift to the library of $10,000, the chief difficulty is to keep the library story before the public constantly, reminding them of its presence and all it has to offer.

Here Miss Wallace listed twelve possible sources of library news, for which space does not allow in this report. Each of them, however, was well within the scope of the average library, and each was pointed up with an amusing or interesting anecdote out of her own experience.

Because of that breadth of experience, Sarah Wallace is a master of the spoken word. Her talks were so unobtrusively well-organized that it would be easy, space permitting, to reproduce them both in

outline form. But that would give you their content only. Without her personality behind it, there seems little hope of giving back to you what we who heard Miss Wallace actually brought home. Refreshment was the essence of it, new ideas, and better still a new look at old ones and at ourselves as librarians.

I am sure that our own future efforts in the realm of public relations will be, consciously or unconsciously, warmed-over Wallace for some time to come. May they also be blessed by the Wallace blend of awareness, common-sense, wit and imagination.

B.E.B.

BRANCH NEWS

Bayshore: Mrs. Filarski celebrated her seventeenth anniversary with the library this year.

Belmont: The Brodac Charging Machine is still drawing requests for information from a number of interested libraries.

Bookmobile: The Bookmobile has a sparkling new coat of paint and is a joy to behold.

Brisbane: Mrs. Delbon is celebrating her 15th anniversary with the library this week, November 8. In 1944 the library was in a small building on the main street. The book stock was 1918 and the circulation was about 600. Today the library is in a nice up-to-date building, which is bursting at the seams. The book stock is about 5700 and the circulation is close to 2000.

El Granada: This little branch, which has been located in one small room, is now located in two small rooms. We were able to rent an adjoining room which will help a great deal. Mrs. Eisfeller circulated 899 books in October, which is quite a record for a community of 900 population. Her circulation is growing by leaps and bounds.

Francisquito: Jo Crawford celebrated her twelfth anniversary with the library in June.

This branch received a very welcome gift of $240.81 from the East Palo Alto Junior Women's Club and the Ravenswood Booster's Club for the purchase of Reference books for the branch, Mrs. Crawford, with some advice from Reference Librarian Georgia Cox is preparing a list of reference books for purchase.

On November 11, Esther Lundgren reviewed LIGHT INFANTRY BALL, by Hamilton Basso, ALL ABOUT MEN by Joseph Peck and Richard Armour's AUTOBIOGRAPHY for the East Palo Alto Women's Club.

Menlo Park: Mr. Morales and two of the library trustees met with the faculty of the Menlo Atherton High School to discuss some of the problems related to student use of the library.

The Junior Friends had a very successful summer program. Special interest talks on hobbies alternated with "book talks". Over 400 children from 20 area schools attended.

The Book Review Section of the Friends of the Library presented a review of "The Chinese Box" by Katherine Wigmore Eyre on September 24. On October 22, James Mudra reviewed two books on Communist China: "600 Million Chinese" by Robert Guillain and "China under Communism" by Richard Walker. Regina Minudri and Georgia Cox prepared a special display of books on Communist China for the meeting.

Marion Garthwaite, Ralph Moody and Dr. Rex Harlow were honored at a "Meet the Authors" night at the October 8 meeting of the Menlo Park Friends of the Library. The meeting was co-sponsored by the Menlo Atherton Writer's Club. The three authors participated in an informal discussion of their own writing methods. Mr. Moody had as his guest Storer Lunt, president of Norton Publishing Company, who is also President of the American Book Publisher's Council. Mr. Lunt had recently returned from Moscow where he participated in the opening of the book exhibit at the American National Exhibit. He spoke briefly about his experiences in Moscow and explained how the books for the exhibit were selected and some of the problems related to the exhibit. It was fascinating to have a first hand account of this exhibit, and of the Russian reaction to it. (A detailed report of the exhibit is given in the October issue of the Wilson Library Bulletin, copy available from Headquarters on request).

The artist whose work was displayed in September was Ivan Krov, who teaches classical ballet and is also a sculptor. On display in the lobby is a beautiful collection of antique pewter items.

Millbrae: Mrs. Onyon celebrated her twelfth anniversary with the library in October.

Mrs. Steinert reports some success in establishing liason with the high school faculty on school assignments. Three high school teachers have submitted reading lists and one parochial school has sent in a reading list to the library. Millbrae has also been keeping a list of reference questions asked, and source where information was found. This makes an interesting check on the adequacy of the collection, and is good as future reference for information on obscure and difficult subjects.

Pacifica: In August Mrs. Novak celebrated 10 years with the library, and in September she achieved her long term goal--a TV set in the library! Not as a permanent installation, but long enough to allow the staff to watch two staff members who participated on the CBS program "Are American Women losing their femininity". Janice Fulford and Ruth Stewart were featured on the program.

A recent issue of the Pacifica Tribune had a feature article on Ruth Stewart who is now serving as City Historian in addition to her library duties. It was a wonderful article, and it is surely good to see this local recognition for staff members.

Pescadero: Mrs. Dias celebrated her 18th anniversary in September. She took over when the library had 900 books and the monthly circulation was about 140. The library had just been moved out of a lean-to next to an old building on the main street into a very small front room in the fire-house. About five years ago, Mr. Dias built a nice, little building for the library and now it is too small. The bookstock now is over 3600 and the circulation is approximately 2000.

San Carlos: Isabel Adams and Ila Lanzara (Belmont Branch) met with the English teachers of Carlmont High School to discuss problems relative to student use of the library.

The San Carlos Library Citizen's Committee is continuing their active interest in the library. The Building sub-committee has been holding monthly meetings, and they are developing a statement of the kinds of services and facilities which they hope to see provided in any future building.

San Carlos Library now has telephone directories for all of California, Nevada, cities of Seattle and Tacoma, Washington, and will soon receive one from Portland, Oregon. They are bound and will be kept up to date.

STAFF NEWS

Belmont: MRS. BERNICE BOLES has joined the staff, replacing ATHENA LOFARO who resigned in September to await the December stork.

Brisbane: MRS. DELBON'S son, who had just signed his contract to teach in the Jefferson Union High School District, received his summons from Uncle Sam just before school started.

Francisquito: Congratulations to ESTHER LUNDGREN, who has again won the annual Palo Alto Yacht Club Ladies Day race, successfully defending the cup she won last year.

Half Moon Bay: MRS. DEBORAH FETTER, Branch Librarian for over 17 years, is retiring in November. We are sorry that her retirement is due to ill health, and wish her the speediest of recoveries and many good years to enjoy her leisure.

Staff News (cont.)

Menlo Park: MRS. ELIZABETH WILKES is the newest Menlo staff member, filling the gap left when LIESE FAJARDO enrolled at the U.C. School of Librarianship. MRS. IRMA MOSELEY has been out for several weeks with a severe sinus infection, but is now much better, we are glad to report. JOANN FAGOT and JIM SAUNDERS gave up their page jobs when school started, and have been replaced by MITCHELL GOODART and JOHN TROLLMAN.

San Carlos: Branch and Headquarters staff shared concern over the accident which hospitalized ELLEN COVEY'S oldest son, Brian, with a basal skull fracture. It is good to know that he is now fully recovered, and is back at school. Two new pages NINA SCHARMANN and MARY RORHBOUGH, have been added to the San Carlos staff, replacing MARTHA HARMSSEN and PAT GADOW.

Headquarters: At the annual business meeting of the California Library Association October 23, VIRGINIA ROSS took over the presidency of the Golden Gate District of C.L.A. With the other district presidents and Association officers, she will serve on the C.L.A. Board of Directors for 1960.

Wedding bells continue to disrupt the usually staid Headquarters equilibrium. On October 24, DOROTHY CHERRY was married to Neil Thoman. Our warmest good wishes go to them both.

MARILYN OSTERMAN has been appointed to a new position in the Book Repair Department, and is our newest Headquarters staff member.

As we go to press, word has just been received of the arrival of David Scott Hainline on November 7. This is BUDDIE HAINLINE'S second grandson.

LILLIAN STAPLES, former member of the Branch Department, wrote from Seattle that she now has a new grandson, Frederick Robert Staples.

Virginia L. Ross
County Librarian

STATISTICAL REPORT

August - September 1959

	Circulation Aug.1958	Aug. 1959		Circulation Sept. 1958	Sept. 1959
Atherton	678	722		460	500
Bayshore	*	*		248	279
Belmont	6,298	8,222		8,105	8,608
Bookmobile	6,216	7,888		6,532	8,193
Brisbane	1,623	1,490		1,463	1,442
Colma	721	736		679	528
Daly City	960	#		986	#
El Granada	648	734		555	742
Francisquito	3,535	3,987		3,090	3,091
Half Moon Bay	619	660		568	684
La Honda	206	**		185	**
Main	2,798	3,156		2,600	2,662
Menlo Park	17,501	19,644		16,131	17,525
Millbrae	5,419	6,907		4,888	5,694
Pacifica (Sharp Park)	2,951	3,350		3,202	3,383
Pescadero	981	1,185		1,199	1,726
San Carlos	11,450	6,392	***	10,681	11,603
S.M.Co.Sanitorium	158	200		184	107
Westlake	4,799	#		4,291	#
Woodside	1,061	914		945	937
	68,622	66,187		66,992	67,704

\# Daly City & Westlake Branch, withdrew from County Library system as of 7/1/59
* Closed for summer
** Closed May, 1959
*** Closed August 17-31, for moving

Book shipments - August & September 1959	August	September
Books sent to branches	2,279	3,716
Books returned from branches	1,843	3,340

Books Processed - August and September 1959		Titles	Copies
Non-Fiction		407	1,204
Fiction		103	493
Juvenile		189	1,290
	Sub-total	699	2,987
Daly City		158	187
Menlo Park		129	134
	TOTAL	986	3,308
Pamphlets			994

Special Requests Received at Headquarters	August	September
Author-Title	622	930
Subject	55	58
Branch Requests telephoned to Headquarters	17	25
	694	1,013

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

REDWOOD CITY CALIF. NOV 20 '59 U.S. POSTAGE 03 PB METER P.O. 171597

Dr. Lionel Farber
159 Wilshire Ave
Daly City, Calif

DEPARTMENT OF FINANCE

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

DIRECTOR OF FINANCE
J. A. ARCH

November 6, 1959

Mr. Lionel Farber, Chairman
159 Wilshire Avenue
Daly City, Calif.

Dear Mr. Farber:

Enclosed is copy of the 1959-1960 Library Budget for the fiscal year as requested.

If additional information or clarification is necessary, please communicate with this office.

Yours very truly,

J. A. Arch

J. A. Arch
Director of Finance

JAA:ts
Enc.

BUDGET
1959 - 1960

DEPARTMENT 650 - LIBRARY
FUND RD-LIBRARY

DESCRIPTION	CODE	PERSONNEL				EXPENDITURES			BUDGETARY			
			1959 - 1960			1958 - 1959			1958 - 59	1959 - 60	1959 - 60	1959 - 60
		Prior Year	Dept. Req.	City Mgr.	City Coun	8 Month Actual	4 Month Estimate	TOTAL	Prior Year	Department Requests	City Manager Recommendation	City Council Adoptions
SALARY												
Librarian	1916.5	1	1	1	1				6,048	7,234	6,714	6,714
Librarian II	1913.5	1	1	1	1				5,632	5,940	5,940	5,940
Librarian I	1912.4	1	1	1	1				4,833	5,136	5,136	5,136
Librarian Asst. III	1908.5	2	2	2	2				8,845	9,336	9,336	9,336
Librarian Asst. II	1906.4	2	2	2	2				7,382	8,040	8,040	8,040
Custodian	1110.5	½	½	½	½				1,617	1,698	1,698	1,698
Librarian Asst. I	P. T.	1	1	1	1				2,100	3,720	3,700	3,700
Part Time Help		0	4	0	0					4,230		
Total Salaries		8½	12½	8½	8½			35,423	36,457	45,314	40,564	40,564
OPERATING EXPENSE												
Advertising	21									25		
Printing & Publishing	22									50		
Blue Printing & Photo.	23									100		
Equip. Maint. Services	25					31	50	100		100	75	75
Auto Mileages & Allowance	28					296	300	600		600	300	300
Heat, Light, &Power	29					977	900	1,200		1,200	1,200	1,200
Telephone & Telegraph	30					271	300	500		500	300	300
Comm. & Individual Contr.	31							2,550		2,550	1,050	1,050
Public Agency Contracts	32							8,000		8,000	5,000	5,000
Property Rentals	35					3,063	3,000	3,000		3,000	2,500	2,500
Stationery, Printing & Etc.	41					867	900	1,500		1,500	1,800	1,000
Books & Periodicals	42					14,832	14,900	12,950		12,950	10,000	10,000
Postage, Express & Freight	43					50	50	500		500	100	100
Lumber, Paint, & Bldg. Mat.	45					54	200	200		200	200	200
Other Repairs & Parts	50						50					
Misc. Supplies & Expense	58					300	450	150		150	150	150
Misc. Insurance	65					500	500	500		500	500	500
Dues & Subscriptions	72					131	250	150		150	50	50
Conference & Trav. Expense	73					201	200	225		225	150	150
TOTAL OPERATING EXPENSE								21,573		22,050	32,100	22,575	22,575

CON'D ON NEXT PAGE

BUDGET
1959 - 1960

DEPARTMENT 650 LIBRARY (CON'D)
FUND RC-LIBRARY

DESCRIPTION	CODE	PERSONNEL				EXPENDITURES			BUDGETED			
			1959 - 1960			1958 - 1959			1958-59	1959 - 60	1959 - 60	1959 - 60
		Prior Year	Dept. Req.	City Mgr.	City Coun	8 Month Actual	4 Month Estimate	TOTAL	Prior Year	Department Requests	City Manager Recommendation	City Council Adoptions
CAPITAL OUTLAY												
Rolling Equipment	84							4,339	5,378			
Furniture, Fixtures & Other Equipment	85							893	511	500	300	300
Total Capital Outlay								5,231	5,888	500	300	300
DEPARTMENT TOTAL								62,228	64,395	77,914	63,439	69,439

DC-F-1-59

Title	City Rate	proposed
meter reader	10	10
Duplicating machine operator	10	10
Typist clerk III	(10)	10
account clerk	7	8
billing machine operator	7	8
Library assistant	8	8
typist clerk II	8	8
city librarian	16	19
librarian II	13	13
Director of Parks & recreation	20	21
Park foreman	16	16
senior recreation leader	12	12
maintenance man, Parks	10	12
Groundsman-gardener	10	11
Custodian	10	10
garage mechanic	14	15
Garage Serviceman	11	12
Garage foreman	16	17
maintenance painter	13	14
water supervisor	20	20
water meter repairman	13	13
Street maintenance man	12	12
Engineering assistant	17	17
street equipment operator	14	14

Street foreman	18	18
Senior building inspector	18	19
Senior electrician-inspector	15	19

City Librarian		Librarian I	Daly City
S.S.F	481-584	341-415	
San Bruno	558-676	376-458	
Burlingame	655-719	419-459	
Hayward	676-821	405-493	
Menlo Park	577-641	392-478	
Palo Alto	655-910	394-493	
Redwood City	649-811	371-464	
S.F	—	395-475	
San Leandro	693-841	376-458	
Santa Clara	613-745	376-458	
San Mateo	790	411-470	
Daly City	495-573	408-471	
	to 573-665	408-471	

Range

8	334-389	15	471-546	23	698-809	31	1032-1195
9	352-408	16	495-573	24	733-849	32	1084 1255
10	370-428	17	520-602	25	770-891	33	1138 1318
11	389-449	18	546-633	26	809-936		
12	408-471	19	573-665	27	849-983		
13	428-495	20	602-698	28	891-1032		
14	449-520	21	633-733	29	936-1084		
		22	665-770	30	983 1138		

DALY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Daly City BRANCH — Sept., 1959

DATE	FIC.	N.F.	MoN.	MAG.	P.	PM.	R.	ILL.	SL.	NEW REG.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	53	53	7	18	10			1	1	116	259	12	10.16		-		
2	60	51	6	10	10	-	-	-	-	67	204		8.77				
3	38	48	14	21	-					90	211		9.22	1.29	83		
4	68	59	15	13						103	258	5	10.34				
5	52	53	13	16						70	204	4	10.59		19		
6	-																
7	-																
8	67	79	15	18	-	-	-	-	1	124	304		11.22		4		
9																	
10	120	99	23	40	1		4			150	437		8.07		2		
11	59	59	12	11	9			3	1	113	267		5.24				
12	41	44	5	15				2	4	101	212		3.10		2		
14	53	75	14	25	10					109	286		14.44		10		
15	68	85	11	22	2					160	348		9.33		4		
16	59	60	10	19	16					74	238		8.58		9		
17	50	45	24	13						183	315		3.57		31		
18	31	33	6	36						57	163		11.87				
19	55	51	9	11				1		96	223		4.37		16		
20																	
21	48	54	8	4					1	56	171		14.76		19		
22	62	69	11	23	10	3			1	171	349		10.57				
23	56	58	11	7		6				138	276		5.44		5		
24	68	12	40	16	9	1				154	300		6.66		24		
25	33	55	12	17	18				1	161	297		6.87		27		
26	49	53	4	19				4	5	139	273		3.18				
27																	
	88	48	8	19						144	307		9.43		17		
29	85	101	7	16	17				1	156	383		8.76				
30	61	50	18	26	10					115	280		7.82				
31	1424	1393	303	435	122	10	4	11	16	2847	6565		19.15			46	
TOTAL															272		

CITY

DALY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — August, 1959

DATE	FIC.	N.F.	MoN.	MAG.	Pam P.	PM.	R.	ILL.	SL.	JUV. Tub.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	25	11	8							65	109	0					
2																	
3	53	11	17							171	252	0					
4	50	8	13							111	182	0					
5	33	10	12		1					96	152	0					
6	24	8	9							97	138	0					
7	42	9	14							64	129	2					
8	23	5	7							89	124	0					
9	225	51	72		1					628	977	2					
10	45	21	18							180	264	0		2.59			
11	41	9	9							58	117	0					
12	25	8	13							64	110	3					
13	35	6	18							83	142	3					
14	41	11	16							114	182	2					
15	26	9	13		2					67	117	0					
16	213	64	87		2					566	932	8					
17	49	13	16							124	202	2					
18	26	13	18							139	196	1					
19	33	9	6							83	131	1					
20	26	5	14							92	137	0					
21	43	12	18							111	184	1					
22	21	8	16							33	78	0					
23	198	60	88							582	928	5					
24	36	15	17							135	203	0					
25	37	27	23							125	212	0		2.60			
26	38	8	23							135	204	0					
27	38	6	13							117	174	2					
28	40	9	15							91	155	3					
29	22	11	11							70	114	0					
30	211	76	102							673	1062	5					
31	33	22	17							130	202	0					
TOTAL	905	384	370		3					2644	4210			5.19			

COUNTY

DALY CITY PUBLIC LIBRARY
Circulation Report

5

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — August, 1959

DATE	FIC.	N.F.	McN.	MAG.	P.	PM.	R.	ILL.	SL.	JUV. T.L.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	30	18		19						23	90		3.82				
2																	
3	92	46		21		2				68	229		6.66				
4	62	31		20						47	160		5.05				
5	65	31		9						45	150		5.89				
6	32	33		15						16	96		2.39				
7	82	46		33				1		27	189		3.47				
8	36	33		26						33	128		4.09				
9	369	220		124		2		1		236	952		27.55				
10	62	55		13						66	196		10.28				
11	59	35		12						23	129		5.76				
12	55	19		12					1	29	116		2.92				
13	32	29		9				1	1	21	93		3.20				
14	56	31		14						49	150		4.17				
15	43	39		25						17	124		2.96				
16	307	208		85				1	2	205	808		29.29				
17	68	45		13						70	196		3.96				
18	54	57		32		1				48	192		3.86				
19	49	44		19						27	139		4.04				
20	54	20		16						42	132		4.59				
21	65	26		20						57	168		5.74				
22	38	27		22		1		1		15	104		1.94				
23	328	219		122		2		1		259	931		24.13				
24	64	39		42						53	198		5.40				
25	41	37		38						36	142		5.19				
26	75	34		14						55	178		5.49				
27	37	32		17						39	125		3.11				
28	50	24		9						28	111		6.37				
29	33	32		5		5				28	103		3.19				
30	300	199		175		5				239	857		28.75				
31	53	56		13					2	50	174		8.15				
	1,18	919		499		14		3	4	1011	3446		124.19				

CITY

DALY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — September, 1959

DATE	FIC.	N.F.	McN.	MAG.	Pam P.	PM.	R.	ILL.	SL.	JUV. T.in.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
1	57	13	22	26						115	233	0	3.29				
2	41	10	25	17						131	224	1	5.84	2.25			
3	29	4	8	14						61	116	2	3.16				
4	43	6	18	16						119	202	0	3.18				
5	17	11	12	11						54	105	0	4.91				
S.TOTAL 6	187	44	85	84						480	880	3	20.38				
7	labor Day																
8	44	17	35	21						141	258	4	4.41				
9	ADMISSION DAY																
10	36	10	15	23						151	235	5	2.33				
11	52	12	21	23						87	205	3	6.68				
12	29	12	12	13						69	135	1	5.34				
S.TOTAL 13	161	51	93	80						448	833	13	18.76				
14	43	22	19	22						115	221	1	4.74				
15	41	12	19	21						148	240	8	3.53				
16	31	10	12	12					2	111	178	0	3.63				
17	43	9	18	9						90	169	3	5.42				
18	38	7	11	7					3	80	146	3	2.98				
19	33	8	15	19					1	117	193	5	4.88				
S.TOTAL 20	229	68	93	90					6	661	1147	20	25.18				
21	42	16	18	18				1		85	180	4	3.68				
22	47	9	11	14						121	202	0	2.58				
23	25	9	17	15						94	160	3	3.98				
24	20	10	14	7						91	142	0	6.21				
25	30	6	11	4						67	118	0	2.05				
26	31	12	22	12					1	87	165	5	3.75				
S.TOTAL 27	195	62	93	70				1	1	545	967	12	22.25				
28	55	20	22	28						113	238	4	5.94				
29	21	14	14	38						106	193	3	4.61				
30	25	7	14	15					1	144	206	9	5.48				
S.TOTAL 31	101	41	50	81					1	363	637	16	16.03				
TOTAL	873	266	414	405				1	8	2487	4464	64	102.40				

COUNTY

DALY CITY PUBLIC LIBRARY
Circulation Report

(Mark circulation each day - Send to the Main Library at the end of each month.)

Westlake BRANCH — September, 19 59

	FIC.	N.F.	McN.	MAG.	P.	PM.	R.	ILL.	SL.	JUV. T.E.	TOTAL	REF.	FINE	L.B.	BOOKS ADD.	DISC.	BOOK STOCK
	65	42								44	151			2.50			
	62	40								63	165						
	38	27								31	96						
	81	26								46	153			3.50			
	47	22								15	84						
	293	157								199	649			6.00			
	Labor Day																
	60	49								65	174						
	ADMISSION DAY																
	54	48								69	171						
	65	45								31	141						
	43	22								19	84						
	222	164								184	570						
	39	42			1					42	124						
	25	41			1					42	109						
	39	33								37	109						
	55	34								30	119						
	36	24								20	80						
	38	22								75	135						
TOTAL	232	196			2					246	676						
	61	21								28	110						
	44	26			2					19	91						
	38	38								27	103						
	40	21	1		1					31	94						
	32	10								14	56						
	25	39			1					46	111						
TOTAL	240	155	1		4					165	565						
	59	38								29	126						
	41	31			1					35	108						
	59	31								38	128						
TOTAL	159	100			1					102	362						
	1146	772	1		7					896	2822			6.00			

October 16, 1959

Honorable City Council
City Hall
Daly City, California

Gentlemen:

On several occasions, the Librarian and the Library Commission were assured that monies were available for the purchase of books to replace the county books that necessity requires us to rent for the Westlake Branch Library. In fact, the City Librarian, acting under the direction of the city manager, compiled a buying list and obtained quotations from the leading booksellers in the country. We examined the buying list and the quotations and learned that the Librarian had outlined a wise purchase plan that would bring several thousand books into the city at a price much lower than the present market.

Yet for some reason, we never fully understood, the City Manager refused to O. K. the purchase of these books. Now we learn that the money that was supposed to have been available is not now earmarked for the purchase of replacement books.

We wish to point out that failure to purchase replacement books will mean that Daly City will have to rent San Mateo County books for the Westlake Library at a price which we consider much too high.

We urge, therefore, that your body make at least $10,000.00 available at once.

Yours very truly,

DALY CITY LIBRARY COMMISSION

Lionel Farber, President

LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY

AGENDA
OCT. 14, 1959

I. New Business
a. Discussion of daily schedule of library hours.
b. Discussion of daily schedule of library personnel.

II. Old Business
Plans for the new library. Mr. Charles Singleton, Specialist in furnishing, will propose possible layouts for the members of the Commission to discuss.

III. Reports
a. Report from the Librarian of progress in book replacement.
b. Report from the Librarian of the nember of San Mteo County residents registered to use Daly City Libraries during 1959/60.
c. monthly reports.
Circulation
Registerations
new books

lV. Communications
a. Letter from California Library Association.

MINUTES OF THE MEETING OF THE DALY CITY PUBLIC LIBRARY COMMISSION
City Hall
Daly City, California
October 14, 1959

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Clifford Dignam, Frank DeMartini and Maude Hanselman.

GUESTS: Sam Chandler, Librarian and Charles Singleton.

Mr. Charles Singleton, specialist in library seating for the American Seating Company attended the Commission meeting in order to propose possible seating layouts for the new library. Brochures were given to each member and Mr. Singleton presented a furniture arrangement worked out in detail for the Commission to study. It was suggested that the furniture bid be let the same time as the building in order to allow plenty of time for delivery.

It is hoped that the Dept. of Public Works will expedite their study of the new library specifications as soon as received from Mr. Gloe, after which the Council must approve the plans. The commission shoud see that this process is not held up unduly long.

The Commission suggested that Mr. Chandler have a copy of the partly approved budget made for each Commission member.

The San Mateo County report on the County contract was read and discussed. It was moved that the Commission send a letter to the Council asking for a special allotment of funds to buy more books for the new library. Motion made by Mr. Dignam and seconded by Frank De Martini, passed unanimously.

The monthly reports for August and September were distributed by Mr. Chandler and perused.

Mr. Chandler explained about the new schedule of library hours and personnel saying that as there is more work and no extra help, new arrangements have been made in order to allow each staff member to work at the desk.

The library now has 750 county residents registered. The schools and Friends of the Library are planning to help the library register about 1,000 more out-of-town residents. A handbill is also being distributed at the library.

Dr. Farber and Mrs. Hanselman are planning to attend the C.L.A. Conference in Sacramento on Friday, October 24. As least year's budget did not allow subscriptions to the library magazines for the Commissioners, the board is very much in favor of having this amount included in the next budget.

It was suggested that Mr. Chandler arrange a time to meet with the personnel board so that the Commission can take up the matter of library salaries with them. The Commission strongly feels that library salaries should be raised to compare favorably with other professional salaries. There being no further business, the meeting was adjourned at 11:00 P.M.

Maude Hanselman, Secretary

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441. EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

September 24, 1959

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

In accordance with the agreement covering County Library service to Daly City I am submitting a statement of County Library expenditures for library service to Daly City residents during the fiscal year 1958/59. This covers expenditures at the Daly City Library and at the Westlake-Broadmoor Branch Library. This analysis has been prepared in accordance with a cost analysis method developed by the Administrative Analyst in the County Manager's office. A summary of County Library service to Daly City in 1958/59 is also enclosed.

The cost analysis reflects that portion of total County Library expenditures which are applicable to Daly City. Expenditures distributed to Daly City include not only those for salaries, supplies, periodical subscriptions and other expenditures directly chargeable to the location; but also such services as use of County owned book stock, cataloging, book binding, reference and inter-library loan service.

The County library tax paid by Daly City in 1958/59 was $33,775.00. Total County Library expenditures for library service to Daly City were $43,213.33. The expenditure of $9,438.33 in excess of what was paid by Daly City residents can be justified only on the basis of use of Daly City library facilities by County residents who live outside of the city limits of Daly City.

Sincerely yours,

Virginia L. Ross

Virginia L. Ross
County Librarian

cc: City Librarian
County Manager

Sept.24, 1959

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1958/59

	Westlake	Daly City	Total
Salaries Paid directly to Daly City for salaries of employees included under that city's retirement system.	$10,506.00	$9,494.00	$20,000.00
Materials & Supplies Includes Office Supplies, $505.27; periodicals, $345.09; charging machine rental, $48.31	387.58	511.09	898.67
Binding Service For binding & rebinding volumes from book collection owned by Daly City. Service performed by independent contractor and billed to Daly City by County at cost.		976.04	976.04
McNaughton Book Rental Service 7.68% of total book stock received from this service is allocated to Daly City library; 7.68% allocated to Westlake-Broadmoor Branch; cost of service is allocated in accordance with this percentage distribution.	370.56	370.56	741.12
Cataloging Service For cataloging & processing of books purchased by City of Daly City; 3,321 books @ $1.50/book		4,981.50	4,981.50
Capital Outlay	750.36		750.36
Reader Service For supplying and rotating County Library system's books and periodicals and providing general reference service, with the total service expenditure ($48,217.71) distributed on the proportionate share of book shipments and special requests and inter-library loans processed for branch locations: Daly City, 3.64%; Westlake-Broadmoor Branch 4.73%.	2,280.70	1,755.12	4,035.82

Sept. 24, 1959

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1958/59 (continued)

	Westlake	Daly City	Total
Carried Forward	$14,295.20	$18,088.31	$32,383.51
Technical Service: For selecting, procuring, receiving, cataloging, classifying, marking, binding and repairing books for the County Library system with the total service expenditure ($82,592.21) distributed on the proportionate shares of the County collection housed at the various branch locations: Daly City 0.24%; Westlake-Broadmoor Branch 5.06%.	3,832.15	181.76	4,013.91
General Service For certain unallocable expenditures and general administrative expenditures distributed on the basis of 9.36628% of direct branch location expenditures.	1,697.86	1,711.22	3,409.08
Colma Branch & Bookmobile Service For service furnished Daly City residents at Colma Branch and Sterling Park Bookmobile stop. 50% of borrowers are Daly City residents.		3,406.83	3,406.83
TOTAL	$19,825.21	$23,388.12	$43,213.33

Sept. 24, 1959

SAN MATEO COUNTY FREE LIBRARY

County Library Service to Daly City, 1958/59

	Westlake	Daly City	Total
County books at library(6/30/59)	6,534	308	6,842
No. of books shipped (7/1/58--6/30/59)	2,140	682	2,822
No. of books returned (7/1/58--6/30/59)	1,883	2,127	4,010
McNaughton Rental Books sent	171	181	352
Special Requests shipped	220	159	379
State & Inter-library loans	92	129	221
Volumes cataloged		3,321	3,321
Titles cataloged		2,019	2,019
Catalog cards typed		6,459	6,459
Catalog cards multi-lithed		2,097	2,097
Circulation of County books	53,433	9,057	62,490

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
September 16, 1959

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Clifford Dignam and Maude Hanselman

MEMBERS ABSENT: Frank De Martini

GUESTS: Samuel Chanler, Librariand and John Gloe, Architect

Clifford Dignam, new member on the Commission, was introduced and welcomed.

Mr. Chandler reported that the Council had signed the County contract which must now be signed by Dr. Farber and then be returned to the county for signatures. The contract was reviewed by the Commission and it was noted that in order to receive the $7,382.00 from the County for services to county residents; Daly City must register 1,938 non-residents. The library now has 500 out-of-town residents registered and with the help of Friends of the Library, it is to be hoped that the full number will be attained. The amount of $3.81 will be paid to Daly City for each county resident who is registered.

Mr. Gloe brought the final plans for the Westlake library to the commission meeting. The state survey of 1958 was used as a basis for the building program. Mr. Chandler and Mr. Gloe explained the drawings in detail to the Commissioners. The total cost is to be $173,600 with 10,500 square feet including a basement. The plans will be ready for a review by Mr. Calhoun in about three weeks after which they will be presented to the Council for final approval.

The budget was reviewed and discussed and has been partly approved by the council.

There being no further business the meeting was ajourned at 11:00 P.M.

_____
Maude Hanselman, Secretary

PUBLIC LIBRARY

Considerable growth and increase in activity characterized the Daly City Public Library during the year which ended June 30th, 1959. 2,981 books were added. Eighty periodicals and seven regular newspapers came into the library regularly. In addition 6000 books and fifty magazines were provided by the San Mateo County Free Library. Under the direction of Samuel Chandler, City Librarian, a staff of seven full time employees and two part time pages served the patrons of the library.

Among the noteworthy events of the year was the withdrawal of the Daly City Public Library from the San Mateo County Free Library. This act has made Daly City an independent library district with powers under the direction of the Daly City Council. An equally noteworthy event has been the commissioning of an architect for the proposed library of 10,000 square feet.

A group of five citizens appointed by the City Council have served admirably as a Library Commission. The board met monthly with the City Librarian to study the problems of the library and to outline projects which were being proposed.

During the year the Friends of the Daly City Library have been active in supporting the library. In April they sponsored a reception in the library to commemorate National Library Week. On two occasions they assisted in making a large number of books ready for circulation to the public. At various times they have brought emminent men and women into the city to speak to special meetings.

SCHEDULE OF HOURS

Library	Weekdays	Saturday
6351 Mission Street	10:00 AM to 9:00 PM	10:00 AM to 5:00 PM
34 Park Plaza Drive	10:00 AM to 6:00 PM	9:00 AM to 12:00 PM
	7:00 PM to 9:00 PM	1:00 PM to 5:00 PM

REGISTERED BORROWERS ------ June 30, 1959

Borrowers	1958	1959	Increase	% Increase
ADULT	7,948	9,901	1,953	19.7
JUVENILE	6,464	8,509	2,045	24.0
Total	14,412	18,410	3,998	21.7

VOLUMES CIRCULATED ------ June 30, 1959

	1958	1959	Increase	% Increase
ADULT	94,646	101,425	6,779	6.7
JUVENILE	63,081	85,210	22,129	26.+
Total	157,727	186,635	28,908	15.4

VOLUMES CIRCULATED ------ Counted by Library

	Daly City	Westlake-Broadmoor	Total
ADULT	53,428	47,997	101,425
JUVENILE	43,376	41,834	85,210
Total	96,804	89,831	186,635

AGENDA

DALY CITY PUBLIC LIBRARY COMMISSION ---AUGUST 11, 1959

I. New Business

A. Introduction of new members of the Library Commission
B. Election of new officers.
C. Preview of the proposed staff manual
D. Examination of new schedule of staff members/

II. Reports

A. The annual reports.
B. Monthly reports.
C. Weekly reports.

III. Librarian's Report.

A. Report on the progress of the new building.
B. Report on the success of the Summer reading program.
C. Report on County Library relations.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
August 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Sarah Kelechava, and Maude Hanselman

MEMBERS ABSENT: Clifford Dignam

GUESTS: Sam Chandler, Librarian

No meeting was held in July because of the lack of a quorum.

Under the first order of business, the new member, Mrs. Sarah Kelechava, was introduced and welcomed.

An election was held and by common consent, Dr. Farber and Maude Hanselman were reelected as president and secretary respectively.

Mr. Chandler gave the Commissioners a complete preview of the new proposed staff manual. This gives a full procedure picture of all staff work. Copies will be made for all trustees. Mr. Watts and the libraries will each have one. A new schedule of staff members was also reviewed.

Mr. Chandler explained that in the future only monthly and annual reports will be needed and the monthly report will be a form that can be filled in. The annual report was received and discussed.

The plans for the new building in Westlake containing 10,000 square feet with a basement and room for 24,000 to 30,000 books are proceeding on schedule.

There has been a great deal of interest shown in the summer reading program this year. The Magic Carpet theme has been popular with 102 registered children including 30 who have already finished.

There is a definite need for more attention for the Westlake children and in order to accomplish this, it was suggested that Mrs. Gates spend more time in the Westlake library in order to free Miss Jackson to work with the children.

Mr. Chandler in reporting on the County Library relations said that a copy of the contract is now in the hands of the city attorney. We will pay rent to the county for their books, stacks, and furniture. In return we will charge $3.81 for each county-registered resident. The details will be worked out by the county and city officials.

The librarian would like to have about 2000 county residents register in order to offset the county charges. As the budget allows only $5,000 for cataloging, Daly City must do some of it themselves. Mr. Chandler and the

staff talked this over and it was decided that Mrs. Gates would take over Mrs. Yule's work allowing her to work with Mr. Chandler in cataloging books. As this was perfectly agreeable to the Board, it will begin on September 1, 1959.

Dr. Farber asked Mr. Chandler to start collecting material (books, pictures, pamphlets, newspapers, etc) about Daly City and the North County. Some publicity could be given to this project.

It was noted that the C.L.A. Conference will be in Sacramento on October 20 -- 23 with Friday, the 23d, trustees' day. L. Clark Powell, U.C.L.A. librarin will be the speaker.

Dr. Farber suggested that the dedication ceremony for the new building be planned ahead with a fine program in mind.

The 1959-1960 budget has not yet been approved.

The next meeting will be September 16, 1959.

As there was no further business the meeting was adjourned at 10:00 P. M.

Maude Hanselman, Secretary

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

July 28, 1959

To All Commissioners
City of Daly City,
Daly City, California

Gentlemen:

The City Council, at a recent study meeting, discussed the attendance of Commissioners at the various meetings. In the future, the policy will be as follows: If a Commissioner misses three (3) consecutive meetings without a good excuse, said Commissioner will automatically be withdrawn from the Commission.

This is no reflection upon our present Commissioners, but will enable the Council to control the attendance of future Commissioners.

At this time I would like to express my appreciation for the good job you are now doing.

Very truly yours,

George W. Watts
City Manager

GWW:pb

DALY CITY LIBRARY COMMISSION
AGENDA
Meeting of June 11, 1959

I. New Business

A. A notice to residents of San Mateo County who do not live in Daly City to tell them that they will not be eligible to use the Daly City Libraries after July 1, 1959.

B. A recommendation that the non-resident borrowers fee be increased to $5.00 per year.

C. A recommendation that the fine rate be increased to three for juvenile; five cents for adults; ten cents on seven day books and interlibrary loans.

II. Reports.

A. Librarian's report on the progression of building plans.

B. Librarian's report of the Personnel Conference that was held at The University of San Francisco May 29 and 30.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
June 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Maude Hanselman
MEMBERS ABSENT: Desmond Epidendio
GUESTS: Sam Chandler, Librarian

No meeting was held in the month of May for lack of a quorum.

At a meeting with Miss Ross and county officials, Mr. Chandler offered to serve the non-resident borrowers adjacent to the Daly City Library facilities for $3.85 each per year in exchange for services to Daly City such as cataloging, and use of their books. This offer has been turned down by the County.

The Commission agreed that a letter be sent to the City Manager and Council recommending a fee of $5.00 per year per card for non-residents of Daly City.

In order to notify the people of the county, it was suggested that the following statment be posted inside and outside of each library and published in the paper:

"NOTICE TO COUNTY RESIDENTS

Daly City has offered to exchange services with the San Mateo County Library system. The County officials have decided not to accept this, therefore, after July 1, 1959, a fee of $5.00 will be charged for each card per year for non-residents of Daly City. If possible, the Commission would like to give each person who applies for a non-resident card, a mimeographed copy of this notice and the Friends of the Library should also receive one."

The Commission recommended that the fine rate be increased to 4¢ for juvenile and adult books and 10¢ for seven-day books and interlibrary loans. Mr. Chandler will send this recommendation to the City Manager and Council.

Mr. Chandler said that Mr. Gloe and his staff are working on the preliminary rough drafts for the library and will have some plans to show us in the near future.

There was some discussion on cataloging and the buying of books. Mr. Chandler told us about attending the Personnel Conference held in San Francisco on May 29 and 30 where several good speakers were ready to answer questions and give suggestions.

The library of today has four working units: Administrative, Technical, Reader's Service and Circulation.

There being no further business the meeting was adjourned at 10:30 P.M.

Maude Hanselman, Secretary

June 12, 1959

COPY

Samuel Chandler, Librarian
Daly City Public Library
6351 Mission Street
Daly City 25, California

Dear Mr. Chandler:

I have discussed the matter of library service to Broadmoor residents with Mr. Callan and the County Manager. The County Library would be willing to enter into a contractual agreement with Daly City, whereby the City Library would furnish library service to qualified county residents @ $3.81 per borrower for the fiscal year July 1, 1959 to June 30, 1960. (By "qualified", we mean those residents who are entitled to use County Library services).

However, the County Library would agree to such an arrangement for contractual service only if Daly City library service is maintained at its present level through contractual arrangements for service from the County Library as outlined in your letter of April 13.

"(1.) Cataloging and processing all the books acquired by Daly City--about 5000 regular acquisitions and 6000 replacements; (2.) Use of the books and furnishings in the Westlake-Broadmoor Branch Library until they can be replaced; (3.) Use of the reference services including books and personnel--of the "County" Library; (4.) Use in at least one of our libraries of either the circuit collection or the short term loan facilities both; (5.) The right to use the Colma Branch Library for Daly City people."

The charge to Daly City for providing these services would be the actual cost to the County Library for rendering the service. Our estimate of these costs, based on 1958/59 costs, is as follows:

Cataloging & Processing of Daly City book acquisitions by County Library: estimated 11,000 volumes @ $1.50/book	$16,5000
Use of County Library Book Stock and Reference and Request Service	6,200
Use of County Library Furniture and Equipment at Westlake-Broadmoor Branch	173
Use of Colma Branch of County Library by Daly City residents	3,500
	$26,373

If such a contractual agreement is to be entered into for the fiscal year 1959/60, these costs must be reflected in the County Library Budget, and the budget must be adopted prior to July 1. Therefore I would like to request early consideration of this matter, and a reply at the earliest possible date.

Sincerely yours,

Virginia L. Ross
County Librarian

VLR:eg

cc: George Watts, City Manager
E. R. Stallings, County Manager
Thomas Callan, San Mateo County Supervisor
Dr. Lionel Farber, Daly City Library Commissioner

COPY

Copy — for your information

Report of the State Nominating Committee:

Vice President, President Elect:

Dr. Peter T. Conmy

Rev. William Monihan

A. L. A. Councilor:

Dr. Lawrence C. Powell

Dr. Edward Wight

State Nominating Committee

Amy L. Boynton
Katherine E. Chastain
Mrs. Mae E. Durham
Katherine Karpenstein
Dr. Lionel Farber
William W. Haverstock, Jr.
Alan R. Laursen
Mrs. Muriel K. Merman
Lillian F. Nisbet
Thelma Reid, Chairman

June 15, 1959

PERSONNEL, LIBRARY

Drye, Schultz, Digman Named To Fill Commission Vacancies

Three commission vacancies were filled July 13 by unanimous vote of Daly City councilmen.

Appointed to the personnel board were 10-year Westlake resident John B. Drye, 98 Montrose avenue, and Joseph P. Schultz, 548 Atlanta street, Callan Heights.

H. Clifford Digman, 126 Valley street, was named to the library commission.

Drye, who succeeds former personnel board chairman Harry Bosbery, 126 Westlawn avenue, is a division sales manager for Kilpatrick's Bread in San Francisco, A World War II pilot, he currently is a reserve Air Force captain. He and wife Roberta have four children.

Drye, 36, was an unsuccessful candidate for the city council last year He takes over the six-year term of Bosbery, 54, who resigned last month shortly after he was reappointed to the personnel board by 3-2 vote of the council.

Schultz, 36, a state-licensed landscape contractor and nine-year resident, fills the post of Harry Brakebill, 44, who resigned the same time as Bosbery. Schultz' term ends in early 1962.

Father of four children, Schultz in past years ran without success for elementary and high school district trustee.

Digman, 40, a rate engineer for Pacific Telephone and Telegraph Company, has lived in Daly City nine years. He and wife Martha are the parents of a daughter, 11, and two sons, 7 and 5. Digman, nominated by Councilman Micheal DeBernardi, fills the unexpired term of Dan Casentini. His term runs out in June next year.

Drye was nominated by Mayor Edward Dennis and Councilman Bob St. Clair nominated Schultz.

The council at its July 27 regular meeting will ratify the appointment of a new library commissioner to replace Desmond Epidendio.

C L A

CURRENT LIBRARY AFFAIRS

CALIFORNIA LIBRARY ASSOCIATION
829 Coventry Road • Berkeley 7, California

THIRD ISSUE

AUGUST
1959

DEAR FELLOW LIBRARIAN:

This is my personal invitation to you to attend the 61st Annual Conference of the California Library Association in Sacramento, October 20-23. Although not engraved in formal style, it nevertheless expresses my sincere hope that you will be a participant.

The Hotel Senator will be the headquarters and the site of many of the meetings. Commercial exhibits and the large gatherings will be held in the Memorial Auditorium, a few blocks away. I urge you to make your hotel or motel reservations soon, checking with the enclosed list on the city map. Pre-registration forms and detailed information about the meetings will be mailed to you early in September.

Most of the conference sessions will stress the vital role of books in this rapidly changing world. The week's program was outlined in the July issue of the CALIFORNIA LIBRARIAN, and I hope you will agree, after reading it, that it gives promise of being an outstanding conference. Those days will be busy ones; but we have endeavored to leave some time free so that you will have opportunities for sight-seeing, shopping and general relaxing 'around the edges.'

I hope the Sacramento convention will be both a pleasant and profitable experience, and that when this conference about books and libraries is concluded we shall have made another notable advancement in our profession.

Sincerely yours,

Alan D. Covey, President
California Library Association

ALA COUNCILOR

Very shortly now the CLA ballots will be in your hands and you will be choosing a Vice President (President-elect) and a new ALA Councilor as well as your section and district officers. These are important offices and I am sure that you are aware of the importance of choosing able librarians to fill them. I wonder whether you all know the key position of the Councilor. This person is elected for a term of four years and serves as our national representative during this period. The Association does not send its President to ALA Conferences and thus the Councilor often times is the only official voice of CLA at the ALA gatherings. It is his responsibility to speak forcefully for CLA and to bring matters back to the Board of Directors. In addition to his liaison duties, the Councilor serves the longest term as an active member of the CLA Board. The President is on the Board for a total of three years and all others serve for one year. The Councilor thus has the responsibility of adding continuity and stability to the Board. It is apparent that this position is one of considerable responsibility and calls for an able and experienced CLA member. Fortunately you are now presented with the choice between two excellent persons.

VOTING PRIVILEGE

The Executive Secretary reports that only half the members of CLA return their ballots. You are urged to use your voting privilege. Your choice of officers determines the composition of the Board of Directors. The affairs of the Association are managed by that Board.

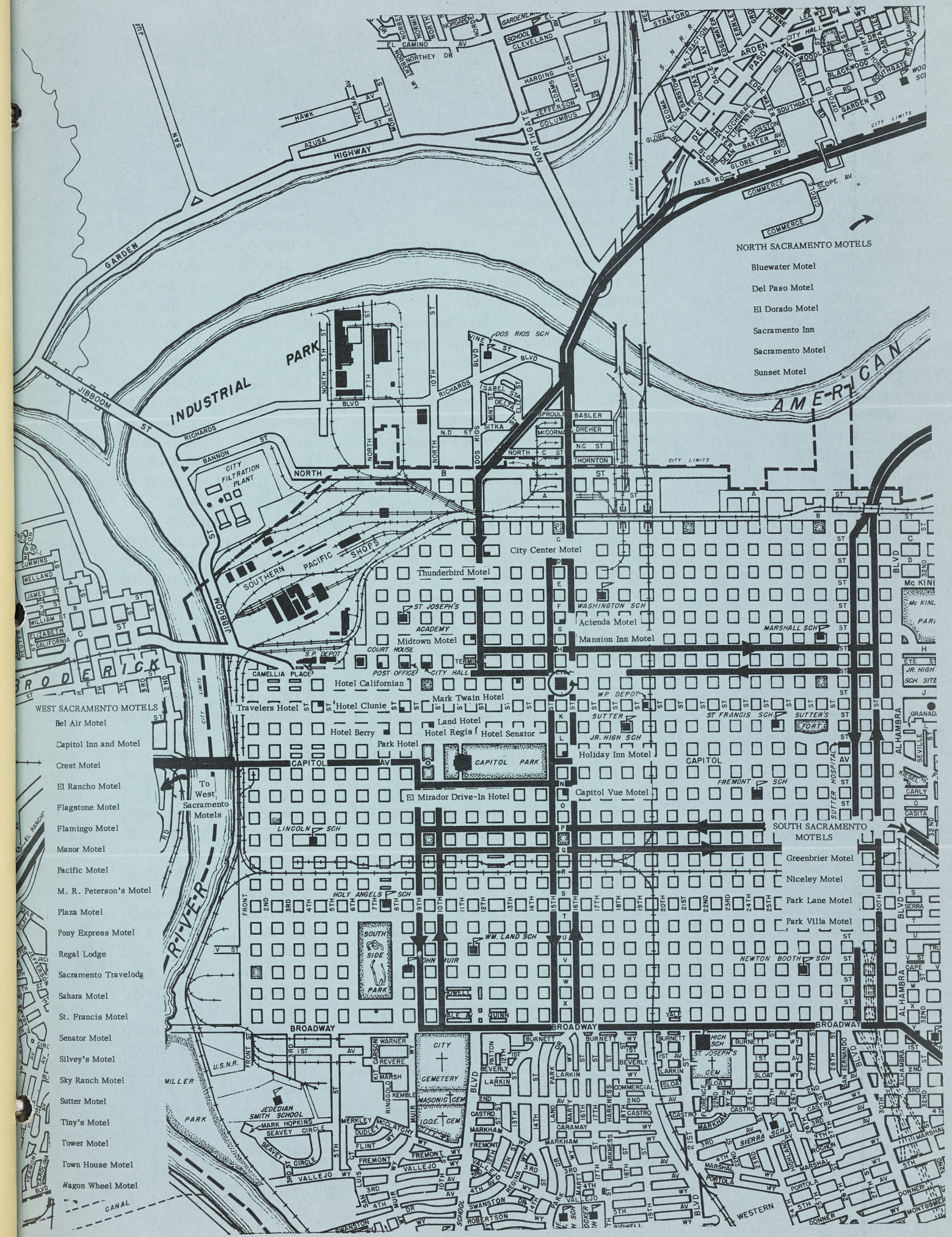
POSSIBLE DIVISION OF SOUTHERN DISTRICT

Over one-half of our membership resides within the Southern District. This size has both good and bad aspects. It is good in that it brings forth large audiences for meetings, but it presents a problem when a membership or a National Library Week campaign must be carried out. From time to time there has been talk of splitting this district into two or more parts. The latest proposal involves the possible separation of the San Diego area. Sufficient petitions have been received to place the matter before the Board of Directors. If they approve, the question will be voted upon by the members of the Southern District. A majority of these people must favor the separation before it can take place. You undoubtedly will be hearing more of the pros and cons of this matter in the future.

SCHOOL LIBRARY CONSULTANT

The legislative session concluded as Governor Brown signed or vetoed the multitude of measures presented to him. School librarians the length of the state will be glad to know that the Governor signed the bill creating the position of School Library Consultant within the State Department of Education. CLA and SLAC have spent years striving toward this achievement and at long last the goal has been reached. The appropriation ($15,000) is small, but I am confident that this act will be of great benefit in improving the school library service of the state.

Alan D. Covey, President


NORTH SACRAMENTO MOTELS
Bluewater Motel
Del Paso Motel
El Dorado Motel
Sacramento Inn
Sacramento Motel
Sunset Motel
City Center Motel
Thunderbird Motel
Acienda Motel
Mansion Inn Motel
Midtown Motel
Hotel Californian
Mark Twain Hotel
Travelers Hotel
Hotel Clunie
Hotel Berry
Land Hotel
Hotel Regis
Hotel Senator
Park Hotel
Holiday Inn Motel
El Mirador Drive-In Hotel
Capitol Vue Motel
SOUTH SACRAMENTO MOTELS
Greenbrier Motel
Niceley Motel
Park Lane Motel
Park Villa Motel
WEST SACRAMENTO MOTELS
Bel Air Motel
Capitol Inn and Motel
Crest Motel
El Rancho Motel
Flagstone Motel
Flamingo Motel
Manor Motel
Pacific Motel
M. R. Peterson's Motel
Plaza Motel
Pony Express Motel
Regal Lodge
Sacramento Travelodg
Sahara Motel
St. Francis Motel
Senator Motel
Silvey's Motel
Sky Ranch Motel
Sutter Motel
Tiny's Motel
Tower Motel
Town House Motel
Wagon Wheel Motel
To West Sacramento Motels
INDUSTRIAL PARK
SOUTHERN PACIFIC SHOPS
CITY FILTRATION PLANT
AMERICAN
RIVER
CAPITOL PARK
CITY CEMETERY
MASONIC CEM
I.O.O.F. CEM
ST. JOSEPH'S CEM
JEDEDIAH SMITH SCHOOL
SOUTH SIDE PARK
BROADWAY
CAPITOL AV
HIGHWAY
CANAL

SACRAMENTO'S LEADING HOTELS AND MOTELS

All prices include bath or shower

		SINGLE	DOUBLE	TWIN
* ACIENDA MOTEL	626 16th Street, Sacramento	6.00-7.00	8.00-10.00	10.00-12.
*BEL AIR MOTEL	1600 W. Capitol Ave., West Sacramento	6.00	7.00- 8.50	9.00-10.
HOTEL BERRY	8th & L Streets, Sacramento	4.00-4.50	5.50- 6.00	6.00- 7.
BLUEWATER MOTEL	2912 Auburn Blvd., Sacramento	7.00-9.00	7.00- 9.00	9.00-11.
HOTEL CALIFORNIAN	8th & I Streets, Sacramento	5.00-6.50	6.50- 8.00	7.50- 9.
CAPITOL INN MOTEL	1130 W. Capitol Ave., West Sacramento	6.00-7.00	8.50-10.00	10.00-12.
* CAPITOL VUE MOTEL	1530 N Street, Sacramento	6.50-8.00	8.00-12.00	10.00-12.
* CITY CENTER MOTEL	331 12th Street, Sacramento	6.00-8.00	8.00-12.00	10.00-14.
HOTEL CLUNIE	8th & K Streets, Sacramento	5.25-6.50	7.00- 8.00	8.00- 9.
* CREST MOTEL	958 West Capitol Ave., West Sacramento	6.50-7.00	7.50-10.00	9.00-12.
DEL PASO MOTEL	319 E. El Camino, North Sacramento	5.00	6.00	7.00-10.
*EL DORADO HOTEL	500 Leisure Lane, Sacramento	7.50-9.50	10.50-12.00	11.00-18.
*EL MIRADOR DRIVE-IN HOTEL	13th & N Streets, Sacramento	7.00-14.00	9.00-16.00	9.00-16.
*EL RANCHO MOTOR HOTEL	1029 W. Capitol Ave., West Sacramento	7.00-10.00	8.50-12.75	9.75-12.
* FLAGSTONE MOTEL	1530 W. Capitol Ave, West Sacramento	6.00-7.00	7.50-10.00	9.00-12.
FLAMINGO MOTEL	920 W. Capitol Ave., West Sacramento	6.00-7.50	7.00-10.00	8.00-12.
GREENBRIER MOTOR HOTEL	4331 Stockton Blvd., Sacramento	5.50-7.00	7.50-9.50	8.50-10.
HOLIDAY INN MOTEL	1220 16th Street, Sacramento	7.00	8.00-12.00	10.00-14.
LAND HOTEL	10th & K Streets, Sacramento	4.50	6.00	7.50
*MANOR MOTEL	1731 W. Capitol Ave., West Sacramento	5.50	6.50	7.00- 8.
*MANSION INN MOTEL	728 16th Street, Sacramento	8.00-12.00	10.00-15.00	11.00-15.
MARK TWAIN HOTEL	1316 I Street, Sacramento	2.50-3.50	5.00- 6.00	5.50- 6.
MIDTOWN MOTEL	700 12th Street, Sacramento	6.50-8.00	8.00-10.00	10.00-16.
*NICELEY MOTEL	6020 Stockton Blvd, Sacramento	5.00-6.00	6.00- 8.00	8.00- 9.
*PACIFIC MOTEL	1915 W. Capitol Ave., West Sacramento	5.00	6.00- 8.00	8.00-10.
PARK HOTEL	1121 9th Street, Sacramento	5.00-6.00	6.50- 8.00	7.50- 9.
PARK LANE MOTEL	6440 Stockton Blvd., Sacramento	5.00	6.00	7.00- 9.
PARK VILLA MOTEL	6024 Stockton Blvd., Sacramento	5.00-6.00	6.00- 7.00	7.00- 8.
M.R. PETERSON'S MOTEL	1143 W. Capitol Ave., West Sacramento	5.00-6.00	5.00- 7.00	7.00- 8.
PLAZA MOTEL APARTMENTS	2701 W. Capitol Ave., West Sacramento	5.50-6.00	6.00- 7.00	7.00- 9.
*PONY EXPRESS MOTEL	826 W. Capitol Ave., West Sacramento	6.00	7.50	8.50- 9.
*REGAL LODGE MOTEL	1451 West Capitol Ave., West Sacramento	5.50-6.00	7.00-12.00	8.00-14.
HOTEL REGIS	1106 11th Street, Sacramento	3.50-5.00	5.00- 6.00	6.00- 7.
*SACRAMENTO INN	1401 Arden Way, Sacramento	7.00-8.00	9.00-11.00	10.00-11.
SACRAMENTO MOTEL	1199 East El Camino, North Sacramento	5.50-8.00	7.00-10.00	8.00-10.
*SACRAMENTO TRAVELODGE	817 W. Capitol Ave., WestSacramento	6.00-7.00	7.00- 8.50	8.50-14.
SAHARA MOTEL	1724 W. Capitol Ave., West Sacramento	6.00-7.50	7.50-10.00	10.00-12.
ST. FRANCIS MOTEL	964 W. Capitol Ave., West Sacramento	6.00-9.00	7.50-12.00	9.00-12.
*HOTEL SENATOR	12th & L Streets, Sacramento	7.00-9.00	9.50-12.00	10.00-15.
*SENATOR MOTEL	1810 W. Capitol Ave., West Sacramento	5.50-7.50	7.00-12.00	9.00-16.
SILVEY'S MOTEL	1030 W. Capitol Ave., West Sacramento	6.00-7.00	7.50- 8.50	10.00-12.
SKY RANCH MOTEL	1800 W. Capitol Ave., West Sacramento	6.00-7.50	7.50- 9.00	10.00-12.
SUNSET MOTEL	2330 Auburn Blvd., Sacramento	5.50-7.00	6.50- 8.00	8.00-14.
SUTTER MOTEL	1801 W. Capitol Ave., West Sacramento	5.50-6.50	6.50- 7.50	8.00-14.
THUNDERBIRD MOTEL	417 12th Street, Sacramento	6.50	8.00	10.00-15.
*TINY'S MOTEL	400 Capitol Avenue, Broderick	5.00-6.00	6.00-10.00	7.00-10.
*TOWER MOTEL	1432 W. Capitol Ave., West Sacramento	5.50-8.00	7.00-12.00	9.00-15.
TOWN HOUSE MOTEL	940 W. Capitol, Ave., West Sacramento	6.00	7.00- 8.50	9.00-10.
TRAVELERS HOTEL	5th & J Streets, Sacramento	5.00	6.00	7.00
WAGON WHEEL LODGE	1261 W. Capitol Ave., West Sacramento	5.50-6.00	7.00	8.00-10.

This list is compiled and furnished for your convenience by the Sacramento Convention Bureau

* Suites available - rates upon request

CALIFORNIA
LIBRARY
ASSOCIATION

A NON-PROFIT CORPORATION

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

July 21, 1959

To Heads of California Libraries
and Members of the CLA Trustees Section:

The California Library Association proposes to honor two California library trustees at the annual meeting of the Association in October, 1959.

Following are the REVISED rules for the trustee citation:

1. Two trustees shall be given recognition for their high service to library development.

2. This recognition shall be given each year at the annual CLA Conference.

3. Citation not to be presented twice to the same person.

4. Citation not to be awarded when there is no qualifying candidate.

5. Trustee must have been in actual service at least part of the calendar year preceding the award.

6. Trustee should have made a specific contribution that has resulted in definite improvement in the library service in his own community, in a county or state agency, or in library legislation.

7. It is desirable, but not a requirement, that candidate be present to receive the citation certificate.

It is recommended that the trustee selected: Know the law under which library is organized, be a regular and prompt attendant at board meetings; interpret library to community; support and promote the freedom to read; recognize building needs, and cultural and social needs of the community; attend local, regional, and state library meetings; be aware of library progress beyond his own locality; work for adequate budgets, salaries and personnel policies; have vision for future growth as well as responsibility for the present.

If you have a trustee whom you would like to suggest for the Trustee Citation this year, will you please send in the name not later than September 12th to the Chairman of the Citation Committee at the address listed below, with a summary of the contributions which your candidate has made to library development.

Sincerely yours,

Thelma F. Passo, Chairman
San Bruno Public Library
San Bruno, California

C L A

CURRENT LIBRARY AFFAIRS

CALIFORNIA LIBRARY ASSOCIATION
829 Coventry Road • Berkeley 7, California

SECOND ISSUE

MAY
1959

DISTRICT MEETINGS

At this writing, five of the six district meetings have become history and the sixth is near at hand. I am impressed by the rich diversity of programs, and I have found them all stimulating and enjoyable. Since these meetings will be reported in the July California Librarian, I shall not discuss their content here.

PROGRESS REPORT ON CLA LEGISLATION

On April 15th the nine bills endorsed by CLA were heard before the Assembly Education Committee.

At 3:45 p.m. the CLA members who expected to testify for the bills and others who were there to observe and offer moral support met in Room 4202 in the Capitol and waited for the Education Committee members to take their places in the high semi-circle facing the audience. They arrived and the Hearing began.

At last our group of bills (AB 1980-1989) was called and Assemblyman Ernest Geddes, the author, went down to the table where the witnesses sit facing the committee members. By this time it was after four o'clock; Mr. Geddes, contrary to the original plan, decided to take up AB 1985 -- the State Aid Bill -- first. He introduced it briefly and then called on Mr. Percy Heckendorf, Chairman of the California Public Library Commission, to give a summary of the legislation which had preceded this measure. Before others were called, one of the Assemblymen asked the Chairman to set a time limit. The Chair agreed that it was getting late and limited Mr. Geddes to fifteen minutes, saying that he had already used five. Mr. Geddes asked, with just the right trace of umbrage in his voice, whether they really wanted to hear the bill? This brought an extension of time but not as much as we had counted on to put our points over.

The result was these people did not have a chance to say a word: Mrs Leroy Larsen, who had come from Colma to testify just because she thinks libraries are so important and believes that state aid is the answer for better service; David Sabsay, who had rushed away from a luncheon speaking engagement; Frances Murphy who had come in spite of a new branch opening that evening. Mr. Geddes, after Harold Hamill's testimony, thanked them for coming, then immediately surprised CLA President Covey by asking him to summarize. Our presentation was ended.

The opposition was represented by the City Attorney from National City who spoke and then answered questions put to him by Mr. Jerome Waldie, Assemblyman from Contra Costa County.

Finally came the roll call. As I listened to all the 'Ayes' I thought we had made it; but when the count came it was one short, 8 to 4. There were twelve members of the Education Committee present (there are often conflicting committee meetings which prevent attendance of all members); since the whole Committee numbers seventeen, we needed nine yes votes to have a majority. It was agreed to leave the vote open in the event that any other members might arrive. The voices went on and the tension heightened.
Suddenly the Chairman, after a brief conversation with one of the Assemblymen, said that Mr. Cusanovich had changed his vote from "No" to "Aye" on AB 1985. The Education Committee then gave the bill a "Do Pass", and referred it to the Assembly Ways and Means Committee. The relief was tremendous. We had gotten over the first hurdle.

Mr. Geddes presented all the other bills, AB 1980-1984, AB 1986-1989; it took only a few minutes and they were all passed by the committee.

Even though all of us who were there knew that this was only the beginning, that the really tough committees -- Assembly Ways and Means, Senate Finance -- were yet to come, we had a great feeling of satisfaction that the Assembly Education Committee had approved our program.

The next step is the Hearing before the Assembly Ways and Means Committee which will take place soon, probably some time in the first part of May, after the Governor's budget has been passed.

IF YOU HAVE NOT WRITTEN TO YOUR LEGISLATORS AND THE GOVERNOR, PLEASE DO, IMMEDIATELY

Several legislators have told us, "I think you have a good bill, but all the letters that I have received have been against it." If you want this bill passed, let your legislators know. The time for decision is at hand.

If your Board of Trustees, City Council, or Board of Supervisors has taken favorable action on AB 1985, ask them to write to your representatives. Please notify Mrs. Dorothy Thomas, Mill Valley Public Library, of any action taken.

So far, to our knowledge, the following bodies have endorsed the bill:
Santa Clara Public Library Board of Trustees
Alameda County Board of Supervisors
Contra Costa County Board of Supervisors
Menlo Park Library Board of Trustees
Mill Valley Public Library Board of Trustees
San Mateo County Board of Supervisors.
California Federation of Women's Clubs Officials

DO IT NOW * WRITE, ASK FRIENDS OF YOUR LIBRARY TO WRITE.

Dorothy Thomas, Chairman CLA Legislation Committee

Alan D. Covey, President

HEARINGS

AB 1984, 1985. To be heard by Assembly Ways and Means Committee, date not scheduled, assumed to be mid-May.

AB 1991, 1990. Take off file. No further action anticipated this session.

AB 1981, 1983, 1988. Passed by Assembly. Referred to Senate Committee on Education. HEARING MAY 13, 10 A.M., Room 3191.

AB 1982, 1986, 1989. Passed by Assembly. Referred to Senate Local Government Committee. HEARING MAY 20, 1 P.M., Room 4040.

AB 1987. HEARING, Assembly Ways and Means Committee, MAY 7, 1:30 P.M., Room 4202.

AB 1981: to make it possible for the country library to initiate proceedings for schools to become branches of the county library or to terminate such branch arrangements (amend 1959 Educ. Code, sections 7201 and 7210). To Comm. on Educ.

AB 1982: to make it possible for the county library, when providing school library service to school districts,to charge all appropriate costs of this service; and for the schools to incur these costs (amend 1959 Educ. Code, sections 7203 and 7211). To Comm. on Educ.

AB 1893: declares "that it is in the interest of the people and of the state that there be a general diffusion of knowledge and intelligence through the establishment and cperation of public libraries; that the public library is a supplement to the formal system of free public education ... and as such deserves adequate financial support from the government at all levels." (Amend 1959 Educ. Code to add section 27000). To Comm. on Educ.

AB 1984: expands the powers and duties of the State Library to include performance of duties already carried on for many years (such as collect, preserve, and disseminate information regarding the history of the State; serve as a regional library for the blind; give advisory, consultative and technical assistance to libraries; serve as the central reference, research and legislative reference library for the State government; provide interlibrary loan services; and adds the power, at its discretion, to contract with public libraries to provide public services given by the State, when such service "appears to be a needed supplement to the facilities and services carried on directly by the State Library. (Amends 1959 Educ. Code, section 27051). To Comm. on Educ.

AB 1985: authorizes the State to give financial aid to public library systems which meet certain enumerated minimum standards; provides for a Public Library Aid Board to carry out the provisions of the chapter; and appropriates an unspecified amount of money for the purpose (adds chapter 1.5, sections 27111-27145 to 1959 Educ. Code). To Comm. on Educ.

AB 1986: eliminates the four-year term for county librarian and makes the county librarian a member of the county civil service system, if the county has such. (amends 1959 Educ. Code, section 27201; and adds section 27201.5). To Comm on Educ.

AB 1987: provides for a coordinating librarian certificate. (Adds to section 27252 of 1959 Educ. Code). To Comm. on Educ.

AB 1988: makes it possible for the general fund of the county to be used to "construct, build, repair or refurnish" library buildings; or to borrow for these purposes from the County Employees Retirement fund; and to repay such costs by annual payments from the county library fund. (adds section 27271 to 1959 Educ. Code).

AB 1989: defines "maintenance" of municipal library building to include "keeping up, preserving, repairing and constructing", so as to clarify section 27401 of 1959 Educ. Code. To Comm. on Educ.

AB 1990: makes it possible for the incorporated area of a city to be added to or included in a county service area; provides for withdrawal of incorporated city and division of unencumbered funds and outstanding liabilities (amends section 25210.78 of and adds sections 25210.78i and j to the Government Code). To Comm. on Municipal and County Government.

AB 1991: provides that a county service area established to provide extended library facilities and services may be formed or enlarged to include an incorporated city, with prior consent of the city's legislative body (amends section 25210.78 of the Government Code). To Comm. on Municipal and County Government.

CALIFORNIA LEGISLATURE -- 1959-60

(Keep this list for future use)

SENATE

COUNTY	DISTRICT	SENATOR -- ADDRESS
Lassen, Modoc, Plumas	1	Stanley ARNOLD, Box 150, Susanville
Del Norte, Siskiyou	2	Randolph COLLIER, 206 Fourth Street, Yreka
Humboldt	3	Carl L. CHRISTENSEN, 937 Sixth Street, Eureka
Lake, Mendocino	4	Waverly Jack SLATTERY, Box 85, Finley
Shasta, Trinity	5	Edwin J. REGAN, Weaverville
Butte	6	Paul L. BYRNE, P.O. Box 937, Chico
Placer, Nevada, Sierra	7	(vacant)
Colusa, Glenn, Tehama	8	Virgil O'SULLIVAN, 831 I Street, Williams
Amador, El Dorado	9	Swift BERRY, 115 Canal Street, Placerville
Sutter, Yuba	10	Ed. C. JOHNSON, 1111 F Street, Marysville
Napa, Yolo	11	Nathan F. COOMBS, Migliavacca Bldg., Napa
Sonoma	12	Joseph A. RATTIGAN, 2414 Mendota Way, Santa Rosa
Marin	13	John F. McCARTHY, 711 D Street, San Rafael
San Francisco	14	Eugene McATEER, 206 Jefferson St., San Francisco
Solano	15	Luther E. GIBSON, 516 Marin Street, Vallejo
Alameda	16	John W. HOLMDAHL, 1624 Franklin Street, Oakland
Contra Costa	17	George MILLER, jr., P.O. Box 909, Martinez
Santa Clara	18	John F. THOMPSON, Route 3, Box 408, San Jose
Sacramento	19	Albert S. RODDA, 3636 W. Curtis Park Dr., Sacramento
San Joaquin	20	Alan SHORT, 1016 Bank of America Bldg., Stockton
San Mateo	21	Richard J. DOLWIG, 515 Allerton Street, Redwood City
Stanislaus	22	Hugh P . DONNELLY, 953 Sierra Drive, Turlock
Santa Cruz & San Benito	23	Donald L. Grunsky, Lettunich Bldg., Watsonville
Madera, Merced	24	James A. COBEY, P.O. Box 1223, Merced
Monterey	25	Fred S. Farr, P.O. Box 3305, Carmel
Calaveras, Mariposa, Tuolumne	26	Stephen P. TEALE, P.O. Box E, West Point, Calaveras County
Kings	27	Robert I. MONTGOMERY, 8361 Flint Ave., Hanford
Alpine, Inyo, Mono	28	Charles BROWN, Shoshone, Inyo Co.
San Luis Obispo	29	A. A. ERHART, P.O. Box 596 Pismo Beach
Fresno	30	Hugh M. BURNS, P.O. Box 748, Fresno
Santa Barbara	31	J. J. HOLLISTER, Winchester Canyon, Goleta
Tulare	32	J. Howard WILLIAMS, 920 North E Street, Porterville
Ventura	33	James J. McBRIDE, P.O. Box 708, Ventura
Kern	34	Walter W. STIERN, 2901 Skyline Blvd., Bakersfield
Orange	35	John A. MURDY, Jr., 1623 W. 17th Street, Santa Ana
San Bernardino	36	Stanford C. SHAW, 121 West E Street, Ontario
Riverside	37	Nelson S. DILWORTH, Route 1, Box 288, Hemet
Los Angeles	38	Richard RICHARDS, State Bldg., Los Angeles
Imperial	39	John William BEARD, 895 Broadway, El Centro
San Diego	40	Hugo FISHER, 4345 Arcadia, San Diego 3

ASSEMBLY

COUNTY	DISTRICT	ASSEMBLYMAN -- ADDRESS
Del Norte, Humboldt, Mendocino	1	Frank BELOTTI, P.O.Box 1025, Spruce Point, Eureka
Siskiyou, Lassen, Plumas, Shasta,Modoc Sierra, Trinity	2	Pauline DAVIS, P.O.Box 1071, Portola
Tehama, Glenn, Lake, Colusa, Yolo	3	Lloyd LOWREY, P.O.Box 23, Rumsey
Butte, Yuba, Sutter	4	Harold SEDGWICK, 1481 Hammon Ave., Oroville
Napa, Solano	5	Samuel GEDDES, 1621 East Ave., Napa
Alpine, Amador, Calaveras, El Dorado, Inyo, Mariposa, Mono, Nevada, Placer, Tuolumne	6	Paul J. LUNARDI, 416 Earl Ave., Roseville
Sonoma, Marin	7	Richard H. McCOLLISTER, 491 Throckmorton, Mill Valley
Part of Sacramento	8	Thomas J. McBRIDE, 1800 Rockwood Dr., Sacramento
Part of Sacramento	9	Edwin L. Z'BERG, Forum Bldg., Sacramento
Part of Contra Costa	10	Jerome R. WALDIE, 500 Lynn Ave., Antioch
Part of Contra Costa	11	S. C. MASTERSON, 5800 Castro Rd., El Sobrante
San Joaquin	12	William BIDDICK, Jr., 302 California Bldg., Stockton
Part of Alameda	13	Carlos BEE, 1784 D Street, Hayward
Part of Alameda	14	Robert CROWN, 1108 Park Street, Alameda
Part of Alameda	15	Nicholas C. PETRIS, 15 Crestmont Dr., Oakland
Part of Alameda	16	Walter DAHL, 974 Sunnyhills Road, Oakland
Part of Alameda	17	William Byron RUMFORD, 1500 Stuart St., Berkeley 3
Part of Alameda	18	Don MULFORD, 6460 Mystic Street, Oakland
Part of San Francisco	19	Charles W. MEYERS, 579 Wildwood Way, San Francisco 12
Part of San Francisco	20	Phillip BURTON, 995 Market Street, San Francisco
Part of San Francisco	21	Milton MARKS, 2111 Franklin St., San Francisco
Part of San Francisco	22	John BUSTERUD, 201 Edgewood Ave., San Francisco 17
Part of San Francisco	23	John A. O'CONNELL, 198 Naples St., San Francisco
Part of San Francisco	24	Edward GAFFNEY, 295 Sanchez St., San Francisco 17
Part of San Mateo	25	Louis FRANCIS, 129 Castillian Way, San Mateo
Part of San Mateo	26	Carl BRITSCHGI, 2715 Delaware Ave., Redwood City
San Benito, Santa Cruz	27	Glenn COOLIDGE, Big Trees Ranch, Felton
Part of Santa Clara	28	Clark BRADLEY, 1616 Hedding Street, San Jose
Part of Santa Clara	29	Bruce ALLEN, 20130 Thompson Road, Los Gatos
Stanislaus	30	Ralph BROWN, P.O.Box 827, Modesto
Madera, Merced	31	Gordon WINTON, Jr., Stoddard Bldg., Suite 1, Merced
Part of Fresno	32	Bert DELOTTO, 304 E. Hawes Ave., Fresno 6
Part of Fresno	33	Charles B. GARRIGUS, 18588 E. Adams Ave., Reedley
Monterey	34	Alan PATTEE, 155 Coral de Tierra Road, Salinas
Kings, Tulare	35	Myron FREW, 359 North L Street, Dinuba
San Luis Obispo, Santa Barbara	36	James HOLMES, 2644 Tallant Road, Santa Barbara
Ventura	37	Rex CUNNINGHAM, 1558 East Main Street, Ventura
Part of Kern	38	Dorothy DONAHOE, 2403 La Siesta Drive, Bakersfield
Part of Kern	39	John C.WILLIAMSON, 9801 Holland St., Bakersfield
Part of Los Angeles	40	Edward ELLIOTT, 1171 N. Miller Ave., Los Angeles 63
Part of Los Angeles	41	Allen MILLER, 15011 Mission Hills Rd., San Fernando
Part of Los Angeles	42	Tom BANE, 10729 Helendale Street, Tujunga

ASSEMBLY - continued

COUNTY	DISTRICT	ASSEMBLYMAN -- ADDRESS
Part of Los Angeles	43	Howard THELIN, 1647 Ard Eevin, Glendale 2
Part of Los Angeles	44	Joseph M. KENNICK, 2375 Eucalyptus Ave., Long Beach
Part of Los Angeles	45	George E. BROWN, Jr., 390 E. Markland Dr., Monterey Park
Part of Los Angeles	46	Charles E. CHAPEL, P.O.Box 777, Inglewood 5
Part of Los Angeles	47	Bruce V. Reagan, 2475 Vista Laguna Terrace, Pasadena
Part of Los Angeles	48	Frank LANTERMAN, 4420 Encinas Drive, La Canada
Part of Los Angeles	49	Ernest GEDDES, 560 Harrison Ave., Claremont
Part of Los Angeles	50	Ronald B. CAMERON, 11175 S. Chadsey Dr., Whittier
Part of Los Angeles	51	William MUNNELL, 3500 Via Corona, Montebello
Part of Los Angeles	52	George A. Willson, 4035 Santa Ana St., Huntington Pk.
Part of Los Angeles	53	Montivel BURKE, 1525 St. Albans Road, San Marino
Part of Los Angeles	54	John COLLIER, 832 Cooper Ave., Los Angeles 42
Part of Los Angeles	55	Vernon KILPATRICK, 3715 Abbott Road, Lynwood
Part of Los Angeles	56	Seth JOHNSON, 3346 Sunnynook Drive, Los Angeles 39
Part of Los Angeles	57	Charles CONRAD, 13444 Moorpart Street, Sherman Oaks
Part of Los Angeles	58	Joseph SHELL, 611 Muirfield Road, Los Angeles 5
Part of Los Angeles	59	Thomas REES, 424 S. Holt Ave., Los Angeles 48
Part of Los Angeles	60	Harold LEVERING, 900 Moraga Drive, Los Angeles
Part of Los Angeles	61	Lester McMILLAN, 3670 Wilshire Blvd., Rm. 529, L.A.
Part of Los Angeles	62	Augustus HAWKINS, 4251½ Avalon Blvd., Los Angeles 11
Part of Los Angeles	63	Don ALLEN, Sr., 4222 Don Diablo Drive, Los Angeles 8
Part of Los Angeles	64	Lou A. CUSANOVICH, 6824 Firmament Street, Van Nuys
Part of Los Angeles	65	Jesse UNRUH, 4915 - 9th Ave., Los Angeles 43
Part of Los Angeles	66	Charles H. WILSON, 2106 W. 78th Place, Los Angeles 47
Part of Los Angeles	67	Clayton DILLS, 15615 S. Ainsworth Street, Gardena
Part of Los Angeles	68	Vincent THOMAS, 526 N. Hanford Ave., San Pedro
Part of Los Angeles	69	Carley V. PORTER, 401 W. Palmer Ave., Compton
Part of Los Angeles	70	William S. GRANT, 1381 Bryant Road, Long Beach 15
Riverside	71	L. M. BACKSTRAND, 3620 Market Street, Riverside
Part of San Bernardino	72	Eugene NISBET, 200 E. 13th Street, Upland
Part of San Bernardino	73	Jack BEAVER, 204 E. State St., Redlands
Part of Orange	74	Bruce SUMNER, 1307 Oxford Lane, Newport Beach
Part of Orange	75	Richard HANNA, 11412 Biscayne Blvd., Garden Grove
Imperial	76	Leverette HOUSE, 171 El Cerrito, Brawley
Part of San Diego	77	Sheridan HEGLAND, 5010 Randlett Drive, La Mesa
Part of San Diego	78	Frank LUCKEL, 1036 Savoy Street, San Diego 7
Part of San Diego	79	George CRAWFORD, 3176 University Ave., San Diego 4
Part of San Diego	80	Jack SCHRADE, 119 N. Magnolia Street, El Cajon

SACRAMENTO ADDRESS: State Capitol Building, Sacramento, California

Senate Education Committee
Assembly Education Committee
Senate Finance Committee
Assembly Ways and Means Committee

Senate Education Committee

Donnelly, Hugh P., Chairman
Rodda, Albert S., Vice Chairman
Byrne, Paul L.
Coombs, N. F.
Dilworth, N. S.
Farr, Fred S.
Fisher, Hugo
Grunsky, D. L.
Miller, George, Jr.
Murdy, John A., Jr.
Shaw, Stanford C.

Assembly Education Committee

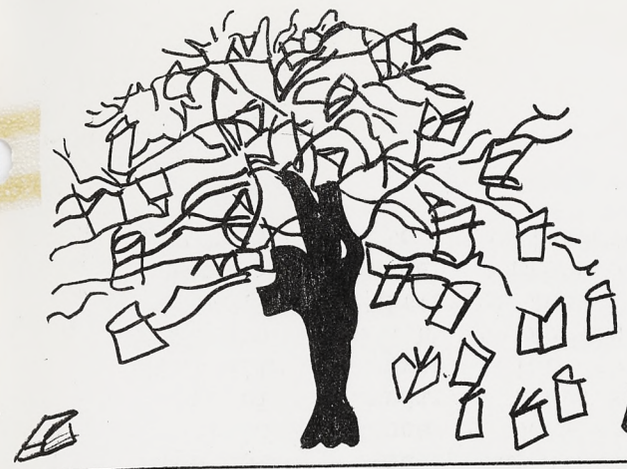
Donahoe, Dorothy M., Chairman
Garrigus, Charles B., Vice Chairman
Bee, Carlos
Britschgi, Carl A.
Collier, John L. E.
Cusanovich, Lou
Elliott, Edward E.
Gaffney, Edward
Geddes, Ernest R.
Geddes, Samuel R.
Hanna, Richard T.
Hegland, S. N.
Porter, Carley V.
Reagan, Bruce V.
Sedgwick, H. T.
Waldie, Jerome R.
Winton, G. H., Jr.

Senate Finance Committee

McBride, James J., Chairman
Brown, Charles, Vice Chairman
Burns, Hugh M.
Byrne, Paul L.
Collier, Randolph
Coombs, Nathan F.
Dilworth, N. S.
Donnelly, Hugh P.
Gibson, Luther
McCarthy, John F.
Miller, George, Jr.
Murdy, John A., Jr.
Williams, J. H.

Assembly Ways and Means Committee

Unruh, Jesse M., Chairman
Coolidge, Glenn E., Vice Chairman
Allen, Bruce F.
Beaver, Jack A.
Bee, Carlos
Belotti, Frank P.
Biddick, William, Jr.
Collier, John L. E.
Conrad, Charles J.
Davis, Pauline L.
Donahoe, D. M.
Gaffney, Edw. M.
House, L. D.
Lanterman, Frank
Lowrey, Lloyd W.
MacBride, Thos. J.
Masterson, S. C.
McMillan, L. A.
Munnell, William A.
Porter, Carley V.
Rees, Thomas M.
Sumner, Bruce



BOOKS AND BRANCHES
of the
SAN MATEO COUNTY FREE LIBRARY

L.S. Vol. 6 Redwood City May-June 1959 No. 3

FUTURE DATES & EVENTS OF INTEREST

June 25	Branch Meeting; 9:15 a.m., Menlo Park Library
July 17	Book Selection Meeting
Aug. 21	Book Selection Meeting
Oct. 20--24	California Library Association Conference, Sacramento
Nov. 1--7	Book Week
April 3--9, 1960	National Library Week

GOOD NEWS

On June 11, the Board of Supervisors approved final plans for the County Library Headquarters, and modified plans for a 4,200 sq. ft. branch library building for East Palo Alto and Pacifica. We expect that plans will go out for bid in the very near future.

...AND BAD

AB 1985 was amended by the Assembly and defeated by the Senate. The Bill, in its original form, passed the Assembly Education Committee, but was not approved by the Assembly Ways & Means Committee; it was referred back to the Education Committee where it was amended to a policy statement bill regarding library systems, and standards for service by systems, but with no appropriation for State Aid. The amended version of the bill was then passed by the Assembly and came up for hearing before the Senate Education Committee on June 17. Unfortunately it was heard before the committee when many members were absent, and it was defeated by a 4 to 3 vote. I wish to thank the many supporters of improved library service

who worked so hard in support of this bill, particularly Mrs. Leroy Larsen of Colma, and Mrs. Joseph Scaroni of Menlo Park. Mrs. Larsen attended both hearings before the Assembly Committees and she and Mrs. Scaroni testified before the Ways and Means Committee in support of the bill. Although it is disappointing that the bill failed, C.L.A. is already making plans for the next legislative session and we will be back to try again.

SAN MATEO COUNTY'S PLANNING PARADE OF PROGRESS

This day-long meeting on May 14 was devoted to future growth and some of the planning problems of San Mateo County, and a presentation of the San Mateo County Master Plan. In addition to the program of talks and panel discussions, there were displays and exhibits. The County Library participated in the exhibits which were put on as a part of this program. The Bookmobile was the chief attraction in our exhibit, and in addition to its regular book stock carried an excellent collection of material on planning. Mrs. Cox and Mrs. Mackin worked with Mrs. Randolph of the County Planning Office to prepare this exhibit. Miss Bent, Mrs. Mathison, Mrs. Goodman and Mrs. Smith prepared a display which showed present and projected County Library services. Mr. William H. Whyte, Jr., was the featured speaker at the evening meeting. He seemed quite pleased to see all of his books on display on the Bookmobile, and we are happy to report that we now have autographed copies of "Organization Man", "Is Anybody Listening" and "The Exploding Metropolis". Copies of the County Master Plan have been sent to most of the larger branches, and should be of interest to your patrons. Miss Ross, Miss Bent, Mrs. Cox, Mrs. Goodart, Mrs. Mackin and Mrs. Mathison attended this meeting, and took turns in staffing the Bookmobile.

INSTITUTE ON PERSONNEL NEEDS OF PUBLIC & SPECIAL LIBRARIES

This Institute, on May 29 and 30 at the University of San Francisco, was held to discuss problems connected with the education, training and recruitment of professional librarians. Speakers at this stimulating, thought-provoking meeting included Ed Castagna, Librarian, Long Beach Public Library; Miss Barbara White, Librarian, Stanford Research Institute; Lawrence Clark Powell, Librarian, U.C.L.A.; and Louis Kroeger of Louis Kroeger Associates. Following the morning speeches, the group was divided by types and sizes of libraries for discussion of the problem. Miss Ross was the discussion leader for the group representing Large City and County Libraries. Staff members who attended were Miss Bent, Mrs. Brown and Mrs. Mathison. William Goggin, San Mateo County Personnel Director, and Mr. Don King of the Civil Service Office also attended this meeting.

NEW CHARGING MACHINE

A Bro-Dac Charging Machine is now in use at the Belmont Branch Library. The machine was installed the last week in May, on a 6-months trial basis; reports from Belmont indicate that it is working like a charm. This machine makes a record of the book transaction on heat-sensitive paper; the original charge record can subsequently be used to make an overdue notice if this becomes necessary. This is a "transaction-card" system, similar to that now in use on the Bookmobile. Use of "T-cards" eliminates much of the time-consuming routine work connected with book circulation, and speeds up the process of clearing records on returned books and getting them back to the shelves.

PENINSULA LIBRARY ASSOC.---UNION LIST OF PERIODICAL HOLDINGS

Public Libraries in San Mateo County, and the Northern part of Santa Clara County have been working on the compilation of this list for some time, and the work is now almost complete. This list records periodical holdings of Mountain View Public Library, Palo Alto Public Library, San Mateo College and Menlo College, as well as all of the Public Libraries in San Mateo County. In making the final compilation, an effort was made to allocate responsibility for maintenance of back files in an effort to eliminate needless duplication, while insuring maximum coverage in the retention of back files. Although the list is not yet complete, a copy of the list is now available at Headquarters, and if you have questions regarding the location of back issues of magazines, Mrs. Cox may be able to give you the information from this partial list.

UNION LIST OF NEWSPAPER HOLDINGS

There is now available at the State Library in Sacramento, as a part of the Union Catalog, a Union List of Newspaper Holdings in California Libraries. This Union List was prepared as a project sponsored by the C.L.A., Regional Resources Coordinating Committee. It records the holdings of 138 libraries in the following areas:

1. Foreign newspapers, including those in English, of all dates;

2. Newspapers published prior to 1900 in the United States, its territories or possessions (except California).

3. Newspapers published in California at any time.

PULITZER PRIZES

The 1959 Pulitzer Prizes in journalism, letters and music were announced on May 4. With the exception of the prizes for drama and music, which were given for works performed between April 1, 1958 and March 31, 1959, the awards are all for work published during 1958. The awards are as follows:

Fiction	"The Travels of Jamie McPheeters" by Robert L. Taylor.
Drama:	"J.B." by Archibald MacLeish
History:	"The Republican Era: 1859--1901", by Leonard D. White
Biography:	"Woodrow Wilson" by Arthur Walworth
Poetry:	"Selected Poems, 1928--1958" by Stanley Kunitz

FROM THE REFERENCE DEPARTMENT

Report on Telephone Requests:

From all reports, the phone call-in service is speeding up filling special requests in many cases. Telephone calling in is only done when it is possible to coordinate an incoming shipment with one going out in the next few days--this is the case with about half the requests. In Many cases it makes the difference of a week or ten days in filling requests, which should make borrowers happier.

The routine is this:

Reference Department will call branches before delivery date to ask about requests.

Branch is asked to check on the shelves as soon as possible to see if books requested are in.

If in, report back to Main; and prepare books for return.

Prepare for return by pulling catalog cards and by marking as a "special" with a strip of paper noted "Give to Reference".

If book is not in library (out in circulation or already returned) report that also back to Main. Do nothing further unless blue call-in slip is sent out.

Branch Visits by Reference Librarian:

During the next few months I will be visiting the branches to work with branch librarians on their reference collections and the use of these books. In this way it is hoped that I can become more familiar with the needs of each branch and also help build up the book collections to fill those needs better. I will contact the branches in advance, so that the branch librarian can prepare a list of needs and problems.

--Georgia Cox, Reference Librarian

MEETINGS ATTENDED

May 2 Redwood Empire District, California Library Association, Eureka. Marion Garthwaite was the principal speaker at the afternoon session. Her talk, "Something's Gotta Give", was concerned with the problems of book selection on a limited budget. Miss Ross also attended this meeting; it was a small, pleasant group and we enjoyed it very much.

May 7 PLECC Board of Director's Meeting, Oakland Public Library--Miss Ross.

May 7 Las Lomitas School, Talks on Indians to four classes--Marion Garthwaite.

May 12 Family & Child Welfare Division, Community Council--Mrs. Garthwaite, Mrs. Lanzara.

May 13 Kings Mountain P.T.A.--Mrs. Garthwaite.

May 14 ACL, San Francisco--Mrs. Garthwaite.

May 18 Menlo Park Board of Library Trustees--Miss Ross.

May 20 Special Libraries Association: Discussion on Education for Librarianship--Miss Ross.

May 21 PLECC, Panel Discussion on Bookmobile Service. Miss Ross spoke on cost of Bookmobile service--Mrs. Goodart, Mrs. Mathison also attended.

May 22 Regional Resources Coordinating Committee, C.L.A., Alma College, Los Gatos--Miss Ross.

May 28 Hearing of Assembly Ways & Means Committee--Miss Ross, Mrs. Goodart.

May 29-30 U.S.F. Institute--Miss Ross, Miss Bent, Mrs. Brown, Mrs. Mathison.

June 2 Peninsula Library Association, special meeting--Miss Ross.

June 5 Special meeting on Housing for Senior Citizens, sponsored by Committee on Aging--Mrs. Mathison, Mrs. Mackin, Mrs. Boucher.

June 9 Annual Meeting, Community Council--Miss Ross, Mrs. Garthwaite.

June 11 ACL, San Francisco--Mrs. Garthwaite.

June 17 Hearing before Senate Education Committee, Sacramento--Miss Ross.

June 17 Pacifica City Council Meeting, regarding Library Building Plans--Miss Ross.

June 18 Peninsula Library Association--Miss Ross, Miss Bent, Mrs. Mathison, Mrs. Cox, Mrs. Gallagher.

BRANCH NEWS

It is gratifying to see the continued increase in book circulation, particularly in some of our smaller branches.

Bookmobile: A summer schedule is now in effect. The following new stops have been added to the Bookmobile's itinerary: Belcrest Gardens in Belmont, Baywood Plaza near San Mateo, and Millbrae Meadows in Millbrae. If your branch has not received copies of the new schedule, please notify Mrs. Mathison.

Daly City: The Daly City Library has withdrawn from the County Library, effective July 1, 1959. Daly City plans to contract for the following services from the County Library: Cataloging and processing of Daly City books, use of County Library book stock at the Westlake-Broadmoor Branch, and access to the reference and resource services of the County Library, use of furniture and equipment at the Westlake-Broadmoor Branch and use of the Colma Branch Library by Daly City residents. The County Library will contract with Daly City to allow Broadmoor-Garden Village residents to use the Westlake-Broadmoor Branch.

El Granada: The front of the building has been brightened up with a new coat of paint, and a large sign to identify it as the Library.

Half Moon Bay: Our new quarters in Half Moon Bay are now completely furnished--and most attractively so. Pale yellow stacks, turquoise chairs, and walnut tables combine to make this one of our most attractive small branches. The addition of a large sign should make our new quarters easier to find, and we hope that circulation here will take an upsurge as it has in El Granada.

Menlo Park: As a follow-up to Dr. Graham Stuart's review of "The Ugly American", (reported in the last issue of Books & Branches) the Menlo Park Rotary Club and the Menlo Park Friends of the Library co-sponsored a panel discussion on this controversial novel. The meeting was held on May 14 at Stanford Research Institute since the crowd of 200 was more than could be accomodated in the Library's meeting room. Panelists were: T. Kevin Mallen, who has travelled extensively in connection with his employment in past years with Ayala Associates in the Philippines and during his participation in the growth of Ampex Corporation; Michael Cheney, author of "Big Oil Man from Arabia", who spent seven years in the Middle East with Arabian-American Oil Company; and Dr. Joseph Stepanek, a senior industries specialist for Stanford Research Institute who has worked with UNRRA in China and on missions in Indonesia and Burma. Dr. Melville Homfeld, Superintendent, Menlo Park Elementary School District, who served with Military Government in Korea, was moderator for the discussion. It was an excellent program--another in a series of really outstanding events sponsored by the Menlo Park Friends of the Library.

Menlo Park (cont.)

This summer the Menlo Park Friends are sponsoring a Junior Friends' Summer Program. The group will meet Thursday mornings in the Children's Room of the library from 10:15 to 11:00. The program will include "book talks" and special interest programs. Mrs. William Gropp, Book Review Chairman, has arranged for the program; Mrs. Thomas Sewell is in charge of the book talks.

Exhibits at the Menlo Park Library have included the following:
Exquisite examples of traditional Chinese brush stroke painting by P. Pei Jen Hau.
Paintings by Henrietta and Stanley Pearce, Menlo Park artists, who have been participants at the Pescadero Art Ranch for the past five years.
Children's Art around the world: art work by children of Yugoslavia, Holland, Germany and other countries--an exhibit sponsored by the Southern San Mateo County chapter of Junior Red Cross.

Millbrae: Mr. Vogel, the landlord of our Millbrae Branch, feels that every public building should display the American flag. He has donated a large flag and pole, and also has assumed the responsibility for the daily display of the flag.

The Millbrae Library Citizen's Committee met with Miss Arlene Hope, Library Consultant from the State Library on May 25. The Committee is preparing a report for submission to the Millbrae City Council.

San Carlos: The Library Building finally made the trip across the street to its new home. Latest report is that the new foundation is in place, and it is hoped that the next two months will see much speedier progress than we have had in the last six months. We have had to revise our plans for occupancy several times--we are now hoping that the estimate of August 15 will really be a firm date. If anyone has any doubts as to the importance of physical facilities in relation to library service, we can refer them to the San Carlos staff, who can speak with authority on this subject.

STAFF NEWS

Our complete staff was of short duration, but memorable while it lasted. In May, Dorothy Petersen decided to go back to domestic life and resigned. MRS. FLORENCE RABIN is now in this position at Millbrae.

MRS. MARY JEFFERS has recently joined the Menlo Park staff, and MARY CRAWFORD has been appointed to a new position in Menlo as of July 1.

CATHY HULL, our airborne San Carlos assistant, has returned from a two-weeks trip to England. MIRIAM KIMBLE is off on a New England tour.

Staff News (cont.)

The usual turnover in Pages is once more under way. At Menlo, Ted Gruner and Betty Aced have resigned to take full time jobs. JOHN MATHISON and JOANN FAGOT will replace them. SALLY GARAY is the new page at Pescadero. At San Carlos, MARTHA HARMSSEN is replacing Carol Trager.

We always have good reason to be proud of our Pages, and this year is no exception. Both the LUNDIN girls have won scholarships at Notre Dame, and have earned all the money for their New York vacation by their page work at Belmont. PHYLLIS PELLAND holds a Sequoia Kiwanis scholarship at College of San Mateo for the coming year. JOANN FAGOT, our new page, recently won first prize in a national high school contest on the United Nations, in competition with students from over 3,000 high schools. She may choose between an award of $500 and a trip to Europe. CAROL TRAGER will be at the University of Guadalajara this summer where special classes are being held for American students to study the language and culture of Mexico. Another item of interest among the Pages is that PAT GADOW is wearing an engagement ring, but we still hope to keep her with us for a while.

Headquarters:

MARY THURTLE was called to Nebraska this month by the death of her mother. Our sympathy goes to her, and also to EDWARD LEE and his family, in their recent loss. We also wish to express our sympathy to HIRAM CHACE whose brother died on June 20.

LAVONNE and RICK RICHARDSON are now the proud parents of a son. Jeffrey Michael, born May 11, sent the Headquarters staff a beautiful birthday cake and a fine excuse for a party in his honor.

ELIZABETH GALLAGHER has been elected Secretary of the Peninsula Librarians' Association for the coming year, 1959/60.

We were delighted to have a visit from JOAN RUCKER CISINSKI, back from a year and a half as Army Librarian in Germany, with side-trips including Italy, Vienna, Stratford and Brussels World's Fair. They expect to live in Southern California after the baby arrives in July.

Our college girls are back with us for the summer, and we hope to catch up on several backlogs with their good help. PHYLLIS PELLAND is typing cards for the new Sanchez catalog and LORAINE WALLACE is making a separate record of the California Collection. SALLY RODEN is leaving to be married in August, but will be working in Book Repair through July. Besides their individual projects, all three will do some substituting for vacationing staff members.

Virginia L. Ross

STATISTICAL REPORT

April - May, 1959

	Circulation April 1958	April 1959	Circulation May 1958	May 1959
Atherton	434	552	334	561
Bayshore	364	508	415	545
Belmont	7,675	9,092	7,506	8,109
Bookmobile	7,182	11,082	7,438	8,615
Brisbane	1,514	1,833	1,785	1,857
Colma	736	877	765	811
Daly City	1,110	497	1,003	298
El Granada	583	788	553	682
Francisquito	4,132	4,594	3,960	4,180
Half Moon Bay	788	663	604	776
La Honda	156	185	190	*
Main	2,949	2,849	2,735	2,849
Menlo Park	15,191	16,590	13,837	16,005
Millbrae	5,027	6,120	4,925	6,630
Montara	154	**	136	**
Pescadero	1,096	2,510	1,110	2,514
San Carlos	10,489	10,294 ***	10,347	9,955 ***
S.M.Co. Sanitorium	144	126	137	129
Sharp Park	3,931	4,037	3,609	3,862
Westlake	4,051	4,249	3,996	3,976
Woodside	1,054	1,573	1,374	1,573
	68,760	79,019	66,759	73,927

* Closed May, 1959
** Closed July, 1958
*** In temporary quarters

Book Shipments - April and May 1959	April	May
Books sent to branches	3,735	3,344
Books returned from branches	4,835	3,769

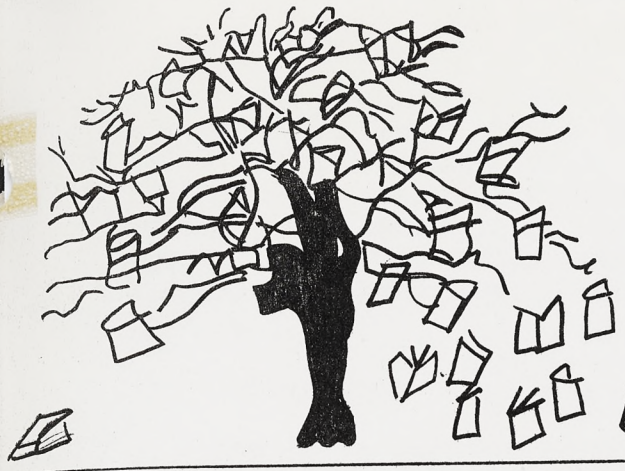
Books Processed - April and May 1959		Titles	Copies
Non-fiction		231	787
Fiction		77	382
Juvenile		164	1,031
	Sub-total	472	2,200
Daly City		420	725
Menlo Park		180	216
	TOTAL	1,072	3,141
Pamphlets			763

Special Requests Received at Headquarters -	April	and May 1959	Total
Author-Title	764	711	1,475
Subject	69	55	124
Branch Requests telephoned to Headquarters	43	22	65
	876	788	1,664

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

REDWOOD CITY
JUN 30'59
CALIF.
U.S. POSTAGE
03 :
PR. METER
PR. 171597

Dr. Lionel Farber
159 Wilshire Ave.
Daly City, Calif.



BOOKS AND BRANCHES of the SAN MATEO COUNTY FREE LIBRARY

N.S. Vol. 6 Redwood City January-February 1959 No. 1

SAVE THE LIBRARIES

"...It should not be necessary to remind ourselves that a good library system exists for something more than a convenience for schoolchildren preparing for an examination. It is an index to the national health. It represents one of our vital resources. It is a forcing-house for growth. It provides access to the future even more than it does to the past. It is a natural habitat for a functioning mind. It represents the headquarters for the endless process of education and learning that formal schooling can, in fact, only begin. It is a diffusion center for the intellectual energy in the vital life of the mind. It is a seminal center for change, and no challenge to intelligence in this modern world is greater than the need to comprehend the nature of change.

"But the library cannot function fully in these respects unless it receives the support it needs--unless Americans attach to it the importance it should have in a healthy national culture. It would require the equivalent of only two days of our national military budget to refurbish our national library plant, bring the books up to date, pay respectable salaries for librarians, and keep the buildings in good running order for a full year. If Americans believe their libraries and books are deserving of one-half of one per cent of what we spend annually for weapons, then the means for saving the libraries will be provided. ..."

From an editorial by Norman Cousins
SATURDAY REVIEW, April 11, 1959

"A HELPFUL SUGGESTION

"(Editor's Note: As everyone knows, the city fathers are constantly casting about for sources of revenue in order to finance basic services and improvements for this swelling city. Now, when several new sources are being investigated, we feel the attached suggestion is very timely. It was composed nearly thirty years ago at San Pedro branch, and was brought to light recently in the Circulation department archives. However, even in this inflammatory [sic] days, if followed, we're sure it would swell the city coffers.)

New Library Fees:

Rapping on desk for service	.25
Arguing over fines:	
(a) In curt manner	.10
(b) Rudely	.25
Tearing up library card	.50
If thrown at librarian	2.00 and up
Spitting on floor:	
(a) plain	.05
(b) Tobacco	.10
Throwing books down on desk	.05 per book
General criticisms	
(If fancy language, add 10¢ per asterisk)	.20 per minute
Unwillingness to open books on demand at desk:	
(a) plain	.05
(b) with dirty look	.35
Skipping past desk without showing books per required sprint	.10
Use of lavatory	.05
Writing call number on book check	.10
Babies wetting on floor	.50
If mother should offer to wipe up	.25
Children under 4 years old unless on leash	.25 each
If they whine constantly	.50 each
Coming in on wrong side of desk:	
(a) first time	.05
(b) second time	.25
Going out wrong side	.50
Ducking under barricades	.10
Calling librarian "dearie"	.08
With garlic	.25
Criticism of Saturday closing:	
(a) friendly	.05
(b) sarcastic	.25
Letters to the press	.01 per word

L.A. BROADCASTER-"

The above is taken from the April, 1959 issue of the CALIFORNIA LIBRARIAN.

Because of the delay in preparing this issue of Books & Branches, it will be limited to a statistical number. News and other items will be presented in the March-April issue.

Virginia Lee

STATISTICAL REPORT

December 1958 - January 1959

	Circulation December 1957	Circulation December 1958	Circulation January 1958	Circulation January 1959
Atherton	417	287	470	473
Bayshore	280	408	286	425
Belmont	5,317	7,024	7,148	8,449
Bookmobile	5,989	7,303	7,520	10,228
Brisbane	1,437	1,603	1,621	1,960
Colma	615	581	808	627
Daly City	802	828	1,019	984
El Granada	547	539	542	574
Francisquito	2,881	3,332	3,851	3,827
Half Moon Bay	465	638	724	673
La Honda	142	130	189	188
Main	2,589	2,641	3,505	3,202
Menlo Park	11,664	13,561	15,724	17,556
Millbrae	3,791	4,539	5,090	5,843
Montara	145	*	166	*
Pescadero	890	1,335	1,047	2,558
San Carlos	8,225	9,304	11,172	6,819 **
S.M.Co. Sanitorium	165	151	150	145
Sharp Park	2,742	3,138	3,540	3,599
Westlake	2,833	3,738	4,083	5,006
Woodside	966	1,192	1,231	1,462
	52,902	62,272	69,886	74,598

* Closed July, 1958
** Closed 2 weeks in January, during moving of branch

Book Shipments - December 1958 and January 1959	December	January
Books sent to branches	2,821	3,991
Books returned from branches	2,176	2,758

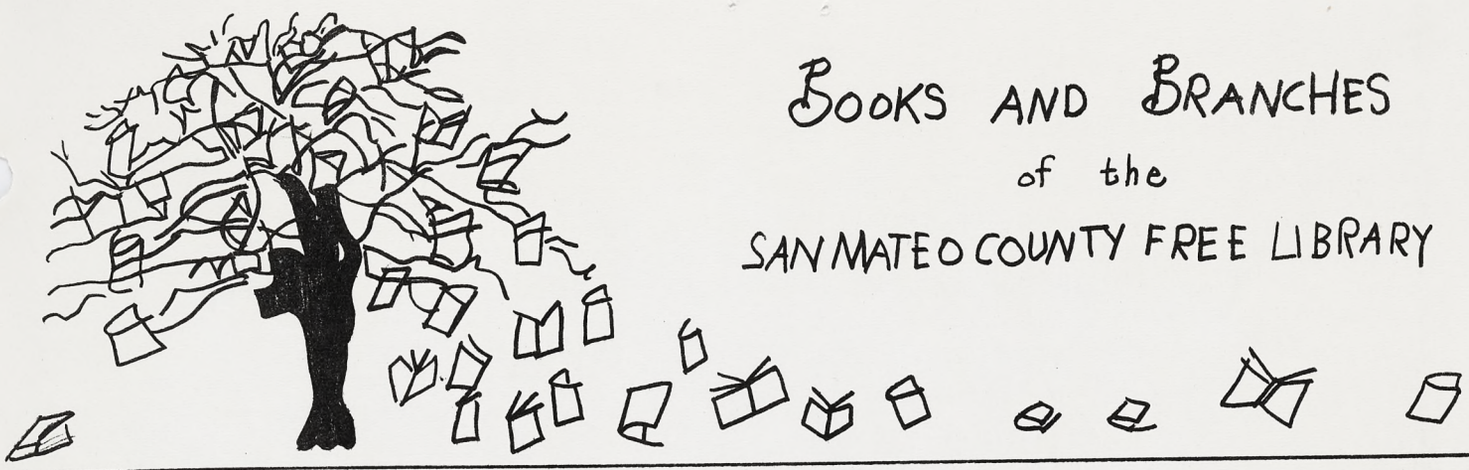
Books Processed - December 1958 and January 1959		Titles	Copies
Non-fiction		270	678
Fiction		70	320
Juvenile		99	541
	Sub-total	439	1,539
Daly City		260	565
Menlo Park		200	219
	TOTAL	879	2,523
Pamphlets		251	607

Special Requests Received at Headquarters - December 1958 and January 1959			Total
Author-Title	582	659	1,241
Subject	74	67	141
Branch Requests telephoned to Headquarters	37	23	60
	693	749	1,442

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

REDWOOD CITY CALIF. MAY 18 '59 U.S. POSTAGE 04 1/2 METER PB. 171537

DR. LIONEL FARBER
159 Wilshire Ave.
Daly City, Calif.



Books and Branches of the San Mateo County Free Library

N.S. Vol. 6 Redwood City March-April 1959 No. 2

National Library Week

PROCLAMATION

WHEREAS, From April 12 to 18 communities through the United States will celebrate National Library Week; and

WHEREAS, Today, more than ever before we need to read in order to toughen and make resilient the intellectual vigor with which we face our problems; expand our mastery of the scientific revolution in which we live; enlarge our understanding of the other peoples of the world; renew our spiritual and cultural heritage; rededicate ourselves to the ideals of a free society; and

WHEREAS, We Californians, facing the pressures and challenges of unprecedented growth have a special obligation to make speedy and informed judgments, and require the assistance of all useful printed records of experience and knowledge in this difficult task; and

WHEREAS, The California Public Library Commission's recent study shows grave weaknesses in our State's public library fabric, which we as Californians cannot see without concern, and which should arouse in us all a resolution to improve, enrich and maintain the library resources of our own communities in the most effective and economical manner, by means of wise planning and enlightened administration;

NOW, THEREFORE, I, Edmund G. Brown, Governor of California, do hereby designate the week of April 12-18, 1959, LIBRARY WEEK and call on our citizens to join in an occasion which will recognize the vitality and strength of the printed word in today's world and its importance to our survival.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of March, A.D., One Thousand Nine Hundred and Fifty-Nine.

Edmund G. Brown
Governor

National Library Week (cont.)

National Library Week came and went with great success. Branch librarians, Girl Scouts and interested citizens enthusiastically distributed posters to stores in all communities of the county.

Marion Goodman designed and created, with Georgia Cox's aid, her usual clever posters. Those branches that had space to display books of special interest had a "Goody" poster to tie in with the book exhibit.

Art books were featured at El Granada, Half Moon Bay; Francisquito used the Newbery Medal award books; Brisbane had hunting and fishing books to show; Millbrae had books on gardening and home decorating; there were cookbooks in Colma; Belmont had pamphlets and books to aid the business man.

Mrs. Garthwaite conducted well attended story hours at Belmont, Millbrae and Francisquito.

Isabel Adams, of the San Carlos Branch, spoke to the Brittain Acres P.T.A. on good paperback books for children.

Kay Smithson and Georgia Cox, of the Headquarters staff, placed historical California material in an exhibit case at the Hall of Justice.

Pacifica celebrated clean-up week the same week as National Library Week, so Sharp Park featured fix-it books, and had posters on the subject at all the schools as well as in stores of the town.

Two young girls in Millbrae presented a puppet show in the Branch for children of that community--over 125 children attended.

At Menlo Park there was a panel discussion by parents and children on family reading.

Belmont business men visited the Belmont Branch for a coffee hour.

There were newspaper articles in seven of the newspapers in the county and great interest was shown everywhere.

A thousand bouquets to all of you who, directly or indirectly, had a part in National Library Week. It was indeed a success and surely a step in making more people "wake up and read".

--Ila Lanzara.

And a special bouquet to Ila for her enthusiasm and hard work in planning and coordinating our Library Week activities. Other members of the Library Week committee who worked so hard to make this such a successful program were: Mrs. Steinert, Mrs. Onyon, Mrs. Adams, Mrs. Hull, Phil Morales, Mrs. Crawford, Mrs. Cox, Mrs. Garthwaite and Miss Bent.

There was a great deal of national publicity for Library Week. Articles of particular interest are the following:

Look, April 28, 1959, page 83--"What is a librarian?"

Saturday Review, April 11, 1959--several articles worth reading.

This Week, April 12, 1959--Clifton Fadiman's "Lifetime Reading Plan"

AWARDS

National Book Awards:

Fiction--Bernard Malamud: The Magic Barrel.

Non-Fiction--J. Christopher Herold: Mistress to an Age.

Poetry--Theodore Roethke: Words for the Wind.

Newbery Award--Elizabeth George Speare: Witch of Blackbird Pond.

Caldecott Award--Barbara Cooney: Chanticleer and the Fox.

GIRL SCOUT LIBRARY AIDE TRAINING COURSE

During February and March a series of five instructional meetings were conducted for training Senior Scouts to prepare themselves for service as Library Aides.

The training course consisted of five two-hour evening meetings, and covered the following topics and practice work:

History of libraries and types of libraries. The talk was given by Phil Morales, Librarian of the Menlo Park Library. Film: "Books for All" and talk on County Library by Miss Ross. Georgia Cox assisted as projectionist.

Arrangement of library, Dewey Decimal system, card catalogue, including a second meeting for practical application of circulation routines and procedures, shelving books, etc., under the direction of Mrs. Naoma Knight of the Menlo Park schools.

How books are made was covered by Mrs. Marion Garthwaite, and the care and handling of books and book repair was demonstrated by Mrs. Ruth Sheehan.

Public Relations and publicity, including newspaper publicity, was given by Mrs. Scaroni of the Menlo Park Recorder, who is a member of the Menlo Friends of the Library. Mrs. Kay Smith, from the staff at Main, talked on posters and displays, and helped the girls make posters.

Ten Girl Scouts participated in the program. These girls have pledged themselves to give 30 hours of service to the libraries in their communities.

--Marion Garthwaite.

"LITERARY SEX"

Virgilia Peterson, writing in the April 15 issue of Vogue, makes some telling comments about the state of current fiction, comparing contemporary fiction with such masterpieces as Madame Bovary and Anna Karenina. It is an interesting article, well worth reading. I am sure that many would argue with her following point, but it is one worth arguing about: "It is more than ironic that the very same people who expect us to be fired to patriotism and sacrifice by written exhortation, who expect our children to be inspired to noble behaviour and our youth to heroic deeds by lofty words, will--in the same breath--deny that we and our progeny can also, and in equal measure, be debased by debasing literature. Words, I am certain, have the power to corrupt as well as to elevate, and I doubt if I am alone in my corruptibility."

"PRINTED SOUND"

A news item in the April 19 issue of the New York Times is so intriguing, that we couldn't pass it up. A publishing firm in Japan has developed a technique for reproducing sounds in news-print. This new development "May foreshadow a time when readers of daily papers will be able to get their news with the actual sound of the events as they happened. These would be heard by placing the magnetically treated pages in machines made for the purpose and playing them much like phonograph records.

"The new sound-reproduction system, invented by a Japanese is made available to the general public for the first time in the May issue of the popular monthly magazine Asahi Science. ... One page of the magazine has color photographs of Niagara Falls and Big Ben ... on one side. The other side contains a block of solid brown ink. When the page is torn out and placed in the machine with the brown side down, the sound of the waterfalls and of Big Ben striking can be heard just as originally recorded on the scene.

"Printing with sound costs the publishers about 3 cents for each page ... It is done in the ordinary printing procedure by impressing one side of the sheet with special ink, containing magnetized iron products, from a plate made from the master recording.

"Asahi, a newspaper with nearly 4,000,000 daily circulation, ... experimented privately with possible newspaper use of the device in reporting the recent wedding of Crown Prince Akihito.

"When a specially prepared page of the newspaper showing pictures of the Crown Prince's wedding procession is placed in the machine, one hears the actual music and the cheers of the crowd at the parade. ..."

Who knows what libraries will be like ten years from now--they may all be wired for sound and when you send in a request we will play back the answer--Eisenhower in his own words, for example. It certainly has fascinating possibilities--but I hope they develop a technique to avoid tearing the pages out of books, we have enough trouble with this now.

LEGISLATION

All of the library legislation sponsored by the California Library Association was passed by the Assembly Education Committee on April 15. It was an interesting and exciting hearing, with a large representation of librarians in the audience. As you know from our previous memo to you, the State Aid Bill, AB 1985, now goes to the Assembly Ways and Means Committee for a hearing--the date of this has not yet been scheduled, but it will be some time early in May. Letters in support of this bill are urgently needed, so please write.

SUMMER READING PROGRAM

The plans for the Summer Reading Club are beginning to jell. The committee has decided to use "Diving for Treasure" as the basic idea. For those who want to participate, Mrs. Goodman will make posters with a skin diver doing a deep dive to a treasure chest.

The plans in each branch may be as simple or as elaborate as you choose. One branch plans to use a miniature chest (doll's trunk) into which the readers drop a gold paper "piece of eight" for each book read. This could be skipped if it seems too complicated.

There will be certificates for the children to sign and to record the names of the books read. There will be small sea creatures on these that each child reading ten books may color.

It will be up to the individual branches to locate or make a sea chest, if desired. One or two branches plan to drape theirs in fishnet with shells.

A sign-up sheet will be sent to you on which you may indicate whether or not you will be having a Summer Reading Club and if you want the gold paper money. Also the approximate size of the poster you might want. Would you want a log book, a ship's log, where the children could sign up? This could be used for newspaper lists of the children participating--always good publicity.

--Marion Garthwaite.

MEETINGS ATTENDED

There have been so many meetings in the period since our last Books and Branches, that it is hard to recall them all. If I miss any that you have attended as a library representative, please send in a note to me, so that we can add them to our records, since we use this information in compiling our annual report.

January 6 — Miss Ross. Talk on County Library services at the East Palo Alto Grange.

January 8 — Cooperative Book Selection Meeting--Peninsula Libraries. Miss Ross, Mrs. Cox, Mrs. Mackin.

Mrs. Garthwaite--A.C.L.

Meetings Attended (cont.)

January 13	Mrs. Garthwaite--Mae Nesbitt School P.T.A.; "Spheres of Participation".
January 15	PLECC--Oakland Public Library; Miss Ross, Miss Bent, Mrs. Cox.
	Mrs. Garthwaite--Peninsula Dentist Auxiliary; "Children's Books".
January 19	Miss Ross--Menlo Park Board of Library Trustees.
January 22	Miss Ross--Menlo Park Friends of the Library; Talk on County Library Service.
	Miss Ross--Meeting of San Mateo County Committee on Aging.
	Mrs. Garthwaite--Pescadero Library; Talk to school classes on Indian materials.
	Mrs. Garthwaite--Portola Valley PTA; "Children's Books".
January 27	Mrs. Garthwaite--Family and Child Welfare Meeting.
February 4	Miss Ross--Millbrae Library Committee.
	Young Adult Council Meeting--Oakland Public Library; Miss Bent, Mrs. Boucher, Mrs. Crawford, Mrs. Garthwaite, Mrs. Hull, Mrs. Lanzara, Mrs. Warner.
	Mrs. Garthwaite--Newcomers Club of Burlingame; "Children's Books".
February 5	Peninsula Library Association Meeting. Miss Ross, talk on Cost analysis; attended by Miss Bent, Mrs. Brown, Miss Ross.
	Mrs. Garthwaite--Roosevelt School accelerated classes; "What reading can do for creative writing".
February 6	Miss Ross--Meeting of CLA Legislation Committee, Sacramento.
February 9	Miss Ross--San Carlos Library Committee.
February 9 & 10	Mrs. Garthwaite--Roosevelt School accelerated classes; "What reading can do for creative writing".
February 13	Miss Ross--Meeting with Daly City Manager & City Librarian.
	Miss Ross--Meeting of Peninsula Librarians to discuss plans for Sacramento Workshop.
February 24	Mrs. Garthwaite--San Mateo Park School PTA; "Talk on Children's Books".
March 4	Mrs. Isabel Adams--Preview of a KPIX-TV program; "Bonanza".

Meetings Attended (cont.)

March 5	Miss Ross--San Mateo County Committee on Aging.
March 20	Miss Bent--PLECC Meeting, Santa Rosa.
March 21--26	Miss Ross--State Library Workshop on Public Library Systems.
April 1	Mrs. Garthwaite--Henry Ford School, Redwood City; "Reading for Creative Writing".
April 2	Mrs. Garthwaite--Sanchez School PTA; "Talk on Storytelling".
April 6	Miss Ross--Conference with County Manager and Daly City officials regarding library service to Daly City.
April 7	Mrs. Garthwaite--Parkside School PTA; "Library Talk".
April 9	Miss Ross--CLA Legislation Committee, conference with Julian Beck, Legislative Assistant to Governor Brown.
	Mrs. Garthwaite--ACL.
April 10	Institute on Friends of Libraries Groups, Berkeley; Miss Bent, Mrs. Adams.
	Mrs. Cox--Peninsula Library Association; Reference Book Selection Meeting.
April 12	Golden Gate District Meeting, California Library Association. Miss Ross, Miss Bent, Mrs. Cox, Mrs. Brown, Mrs. Goodart, Mrs. Chen, Mrs. Lundgren, Mrs. Garthwaite.
April 15	Assembly Education Committee hearing on AB 1985 and other library legislation; and Visit to State Library Processing Center. Mrs. Brown, Mrs. Clegg, Miss Bent, Mrs. Mathison, Mrs. Cox, Mrs. Adams, Miss Ross.
	Mrs. Garthwaite--Westlake School; Talk on Indians.
April 17	Northern California Technical Processes Group, Oakland Public Library. Mrs. Brown, Mrs. Clegg, Mrs. Hainline, Mrs. Jackson.
April 20	Miss Ross--Menlo Park Board of Library Trustees.
April 21	Miss Ross--Literary Section, Menlo Park Women's Club; Book Review by Miss Ross.
April 23	Mrs. Garthwaite--Mae Nesbitt Book Fair; "Talk on Children's Books".
	Peninsula Library Association. Report on Sacramento Workshop; Miss Ross, Miss Bent, Mrs. Brown, Mrs. Clegg, Mrs. Jackson, Mrs. Hainline, Mrs. Sheehan.
April 30	Miss Ross--San Mateo County Committee on Aging.

BRANCH MEETING

Miss Clara Dills, former County Librarian, was our speaker at the Branch Meeting on February 26. Miss Dills talked on books about the California Gold Rush--a subject which she knows well and presents with her own special touch. It was a treat for all of us, and we all join in expressing our appreciation to her for this special effort. It meant a great deal to all of us to have her with us, and it was a special privilege for our many new staff members to have an opportunity to meet Miss Dills and hear her talk.

STATE LIBRARY WORKSHOP ON PUBLIC LIBRARY SYSTEMS

This was an excellent meeting, and I came home full of ideas and enthusiasm. The workshop was concerned with a discussion of Public Library Systems, and explorations of ways to develop systems. Directors Margaret Klausner and Ed Wight provided able guidance, and Harold Hacker, Director of the Rochester Public Library and Monroe County Library, was an excellent Research Consultant. Mr. Hacker's talks were so good and so full of ideas which are applicable in our own system, that I hope we can plan a Branch Meeting around them. The following Peninsula libraries were represented at this meeting: Burlingame, San Mateo, San Bruno, South San Francisco and San Mateo County. We spent a great deal of time working on possible ways in which we might achieve more effective cooperation as a library system. A copy of our final proposal is attached. As a result of this workshop and the subsequent report, the San Mateo County Board of Supervisors has endorsed the proposal for establishment of a centralized cataloging and processing center at the County Library Headquarters.

BUILDINGS

This brings us to the subject of our proposed buildings. We seem to have had nothing but trouble and delay in this phase of our planning. The Branch library plans are currently under study for revision and reduction of the size of the branch in the hope that the construction cost can be reduced sufficiently to make it possible to finance them without an excessive increase in the tax rate. The Headquarters Building plans are almost completed, and we hope that bids for the building will be let in the very near future. Because of the great difficulties encountered in attempting to finance branch library buildings on a lease-option arrangement, the Board of Supervisors have approved a program whereby a portion of the County Library tax will be levied for the purpose of accumulating a building fund. It is planned to allocate a 2¢ tax rate for this purpose, this will mean that we can look forward to the accumulation of approximately $50,000 a year and we can make definite plans for a branch library building program without encountering the formidable stumbling blocks which have so delayed us these past three years.

GREAT DECISIONS...1959

The County Library again participated in the local Great Decisions program. Posters, bibliographies and a special selective reading list were distributed to all local libraries by the County Library. Mrs. Georgia Cox checked the Great Decisions bibliography against the holdings of the County Library and compiled a special list of materials available locally. Mrs. Cox participated as a Discussion leader for a group which met in the County Library. Miss Ross served as a member of the Advisory Committee for the County Great Decisions program.

VISITORS

Miss Marie Bruguiere, Miss Florence Little, Miss Christine Staats and Don Fuller of the Alameda County Library staff visited Headquarters March 6, to study the plans for the new County Library Headquarters Building.

COUNTY WIDE PLANNING WEEK

The Board of Supervisors has declared May 10--16, 1959 as County wide Planning Week. The Supervisors and the Planning Commission are co-sponsors of an all-day conference to be held May 14 at the Fiesta Grounds in San Mateo. The conference will be entitled "San Mateo County's Planning Parade of Progress", and the Master Plan for San Mateo County will be introduced at this conference. The County Library Bookmobile will be on display and we hope to have some exhibits relating to County Library progress--past and future. We are also preparing book lists on planning, and will have displays of planning materials in at least two branches. William H. Whyte, author of "The Organization Man" and co-author of "The Exploding Metropolis" will be guest speaker at the evening meeting.

FROM THE REFERENCE DEPARTMENT

To help speed up the filling of book and subject requests from the branches, we are going to start using the telephone more to call in books---and also to send books out on special "rush" requests.

When possible, the Reference Department will call branches some time before delivery date to call in requested books instead of sending out the blue "call-in" slips. Branches will then send books into Main with a special strip and "give to Reference" note attached. Also, if borrowers need information in a hurry, call the Reference Department, and we will try to send out books desired in the next branch shipment.

If this works out satisfactorily from both ends, it will help to cut down the delays in filling requests in all cases where possible.

--Georgia Cox.

BRANCH NEWS

Since our last Books and Branches, there has been quite a change in the Branch Department. After 24 years, our faithful Hilda White got tired of adding up our statistics, counting our fine money, tracking down lost books and other jobs too numerous to mention, and has left us to be married and live at Clear Lake. We will probably always miss her knowledge of what went on in the County Library for those early years because she had been here longer than anyone else on the staff, but we have been fortunate in her successor, Mrs. Dorothy Ashwell, who LOVES the work. Hereafter, when you in the Branches want to know anything about fines, overdues, lost books and accession numbers, ask for Dorothy.

Lillian Staples also retired April 1. We have just had a card from her and she is having a wonderful time touring Southern California and Arizona. Mrs. Mary Thurtle has replaced Lillian in the Branch Department, and is hard at work learning the ins and outs of branch shipments and records.

Branch Book Circulation increases its steady upward climb. March is always a big month, but this year the total circulation was up 9% over that of a year ago. One of the most gratifying features of this increase is the really tremendous increase in some of the small branches. Circulation at El Granada is up 18%, at Pescadero 72%, and Woodside 22%.

Atherton: Louis J. Kroeger & Associates have just completed a study for the Town Council and the Planning Commission of Atherton concerning the town's interest in and need for Community Recreational facilities. This study was made to determine whether or not the town should accept the Palmer Estate which was left to the town with the proviso that it should be used for recreational facilities. As a result of their survey, Kroeger Associates have recommended that the Palmer property be accepted by Atherton; one of the facilities recommended for inclusion in the development of the property is a branch library. Interestingly, library service was the greatest single interest reported by the people interviewed by the Kroeger survey. The Council and Planning Commission have not reached a decision as to what action to take as a result of the Kroeger report.

Belmont: Our Belmont Librarian, Ila Lanzara, does a great deal of work with school children, giving instruction, showing books and telling stories and she is on three school PTA boards. Belmont always has attractive displays and frequently witty ones such as the one on "What do YOU use for a bookmark?" with a collection of what has turned up in books at the Belmont branch. Another one that caught everyone's eye was a collection of the comic strip "Peanuts", about Charlie Brown and his difficulties with the library. Athena Lofaro, Ila's new assistant, made a very clever blow-up of one of the strips. She also made a collection of heads of family members awake and asleep for "Wake up and Read Week."

Bookmobile: Bookmobile circulation reached 10,336 in March which places it as our third busiest outlet. We continue to get many requests for service in areas not presently served. We can't stretch our one Bookmobile much further, and the only way we can add new stops to the Bookmobile schedule is by elimination of existing stops--something we can do only when they can be replaced by new branches.

Brisbane: The exciting news from here is that Mrs. Delbon and her husband will sail on the Matsonia for Honolulu on May 20 and be gone three weeks. We hope they have a wonderful time.

La Honda: As a result of a recommendation made by the 1958 Grand Jury, a decision has been made to close the La Honda station in May, and replace it with Bookmobile service. For some time service to this area has been supplied by both the Bookmobile and the small station in the general store. On the basis of the use made of the Bookmobile, it seemed that the best service could be supplied by the Bookmobile.

Menlo Park: The Friends of the Library have had many activities during the past few months. On January 22, Mrs. Ross Wilson reviewed "Dr. Zhivago"--over 150 people were in attendance, a more-than-capacity crowd.

During Library Week the Friends of the Library sponsored a panel discussion on Family Reading. Mrs. Pauline Coleman, San Mateo City Librarian, was moderator, participants were Dr. & Mrs. Henry Leicester, Mr. and Mrs. Roy Seagraves and Mrs. Dick Wright. Mr. Lloyd Rogers of the O'Connor School presented two of his 6th grade students, Donna Levine and Walter Myles, who gave book reviews.

On April 23, the Friends of the Library and the AAUW were co-sponsors of a book review program. Dr. Graham Stuart, professor emeritus of Political Science at Stanford University reviewed "The Ugly American" before a standing-room only crowd. Over 200 people came to listen and ask questions. Dr. Stuart's review was highly critical of the book and the premises upon which it was based. Because of the large crowd, the interest in the book, and the conflicting ideas about it, a second book review by another reviewer is planned for a future date.

The Menlo Park Friends of the Library are planning a summer reading program which will include talks on hobbies and story hours.

Millbrae: During National Library Week Marion Garthwaite had a very successful story hour here, the first of many, we hope. Virginia Burton compiled a notebook with exhibits and alternates suggested for each month of the year and our very clever staff artist, Marion Goodman, is making posters to fit. Business is booming at Millbrae, and promises to get even better.

San Carlos: San Carlos moved into temporary quarters in January. The branch was supposed to be relocated in their permanent quarters in April, but it now appears that we will be fortunate if we can get out of our temporary housing by July. Because of the inadequacy of the temporary quarters, the usual Library Week and Summer Reading program for San Carlos have had to be greatly curtailed.

The branch had an interesting series of exhibits in the last few months prior to their move to temporary quarters. Cathie Hull is in charge of arranging for these exhibits, and she surely does a fine job.

1. Pictures and articles describing early days in San Carlos.
2. Account books and newspapers dated 1882.
3. Campfire Girls' exhibit of crafts.
4. Artifacts excavated from sites near Jerusalem.
5. Carlmont & Sequoia students exhibited contest posters on "Jobs for 'Teens".
6. Photograph exhibit of archaeological excavation sites in Palestine.
7. Microphotography exhibit by Harold Kimble.

Branch News (cont.)

Sharp Park: The name of the Sharp Park Post Office has now been officially changed to "Pacifica". The Sharp Park Branch will now be known as "Pacifica" Branch", and when a new branch is opened in the Linda Mar area of Pacifica, it will be the "Sanchez" Branch.

This branch continues to display paintings by the artist of the month. Mrs. Novak retired from her position as historian of Pacifica and Mrs. Ruth Stewart has taken her place as historian.

STAFF NEWS

As this number goes to press, we have had, for one week, a complete staff, both in Branches and Headquarters. The last time we achieved this happy state, it lasted for exactly half a day, so things are looking up.

Millbrae: MRS. HELEN SHEWARD joined the Millbrae staff April 15, when Rita Stewart left to accept a position in the Standard Oil Library.

San Carlos: MRS. MARY CRAWFORD has decided to give up commuting from Menlo, and has resigned as of May 1. HELEN ROHRBOUGH, who has been our San Carlos substitute, will take over this position. PAT GADOW, the new page, was County Librarian on Youth Day, February 25.

Sharp Park: A new staff member, MRS. KATHLEEN MCAVIN, has been added to this busy branch.

Our deep sympathy goes to MRS. RUTH STEWART in Sharp Park in the recent death of Mr. Stewart.

Headquarters: VIRGINIA ROSS, Present-Elect of the Golden Gate District, California Library Association, succeeds to the Presidency in June, owing to Frederick Mulholland's resignation before the completion of the 1958-59 term of office. Miss Ross is also on the C.L.A. Legislation Committee and on the Committee for Legislative Action, Public Library Executives of Central California

HILDA WHITE, LILLIAN MATTESON and LILLIAN STAPLES, all of whom retired April 1, were honored at a staff luncheon at the Villa Chartier March 21. We shall miss them all, and wish each one the happiest of times to come--Hilda in her new home in Lake County; Lillian Matteson who is making a fine recovery from her serious accident of last fall, and Lillian Staples who is already off on a trip to Southern California.

We welcome the three new staff members--MRS. DOROTHY ASHWELL, who has taken over Hilda's job; MRS. MARY THURTLE, the other new member of the Branch Department; and MRS. OPAL PEARSON in Processing.

We were also sorry to lose LAVONNE RICHARDSON in April, but very glad to have LYNN WARREN on hand to take over the job of Inter-Library Loans.

Headquarters (cont):

MARION GARTHWAITE'S new book "Mystery of Skull-Cap Island", arrived in the library on publication day. We know that it will be hailed with cheers by the eight-to-twelve year-olds for whom it was written, and by branch librarians as well, and that it will be one of the busiest books of the coming summer. Mrs. Garthwaite's full spring schedule has included a talk on the value of folklore on a KQED-TV program for Teacher In-Service Training and another TV appearance on KRCA (Sacramento). She also spoke on children's reading at the Immaculate Heart Convent in Belmont and to the Methodist Church Youth Leaders in Hillsdale. At the annual Institute of the Association of Children's Librarians, Mrs. Garthwaite, as mistress of ceremonies, introduced the guest authors of the day.

MARGARET WOODS, our champion bowler, has joined the newly organized San Mateo County Association Bowling League. She will report as plans develop, so that anyone else interesting in joining, or just watching, will know how, where and when.

Christopher Burton Hainline, and Deborah Ann Reed are the two latest staff grandchildren. BUDDIE HAINLINE and KAY SMITH both became grandmothers in February.

ALYCE MACKIN has been ill, but we are glad to report that she is making good progress, and we hope to have her back very soon.

MARION GARTHWAITE and I had a marvelous trip to Baja California in March. We spent a week at Loreto, and a few days at La Paz, and the time passed much too quickly. Marion was interested in visiting the area to get background material for a book. I'm sure that she now has material for two books--one her original story idea, and one based on our trip.

Virginia L. Ross

STATISTICAL REPORT

February - March, 1959

	Circulation February 1958	Circulation February 1959	Circulation March 1958	Circulation March 1959
Atherton	432	489	457	526
Bayshore	265	437	358	533
Belmont	6,601	7,907	7,257	9,083
Bookmobile	7,293	9,355	7,675	10,336
Brisbane	1,417	1,854	1,865	1,965
Colma	750	714	834	878
Daly City	981	442	1,122	479
El Granada	529	587	630	742
Francisquito	3,435	3,787	4,179	4,624
Half Moon Bay	664	535	782	683
La Honda	191	170	208	183
Main	2,958	2,726	3,143	2,965
Menlo Park	14,242	16,500	15,838	17,417
Millbrae	4,686	5,977	5,397	6,908
Montara	149	*	177	*
Pescadero	982	3,482	1,098	2,991
San Carlos	10,291	10,658 **	11,861	10,954 **
S.M.Co. Sanitorium	136	106	164	96
Sharp Park	3,261	3,449	3,618	4,196
Westlake	3,699	4,099	4,207	4,542
Woodside	1,167	1,430	1,349	1,646
	64,129	74,704	72,219	81,747

* Closed July, 1958
** In temporary quarters

Book Shipments - February and March 1959	February	March
Books sent to branches	3,151	3,081
Books returned from branches	3,108	3,004

Books Processed - February and March 1959		Titles	Copies
Non-fiction		284	802
Fiction		107	556
Juvenile		204	863
	Sub-total	595	2,221
Daly City		250	392
Menlo Park		294	325
	TOTAL	1,139	2,938
Pamphlets		392	788

Special Requests received at Headquarters - February and March, 1959	February	March	Total
Author-Title	717	944	1,661
Subject	92	67	159
Branch Requests telephoned to Headquarters	28	24	52
			1,872

CALIFORNIA LIBRARY WORKSHOP ON SYSTEMS
California State Library - March 21-26, 1959

The libraries of San Mateo County represented at the conference have reached certain broad areas of agreement and plan to proceed in the following programs on an immediate basis:

1. Revision and implementation of a plan for Centralized Processing as outlined in the study completed for this group at the workshop on Public Library Cooperation of March 1956. We have taken as our deadline the completion of the new County Headquarters Building in 1960. We feel that for greatest efficiency, economy, and improved library service, this processing center should serve all the public libraries of the county.

2. We shall expand materially the subject specialization among our libraries undertaken on a limited basis three years ago.

3. By mutual agreement individual libraries will acquire special indexes and as many indexed periodicals as their budgets permit, so that all major indexes will be held in the area.

4. Until such time as mutually acceptable reciprocal borrowing privileges can be developed, we plan to expand the use of our courtesy card arrangement.

5. We propose to investigate and install an improved inter-library communication system, either telephonic or other, to facilitate exchange of essential reader service information.

6. Continue the in-service training program initiated in 1957 on an area-wide basis.

The services mentioned above we plan to implement at once, since they are within the present scope of our ability.

When additional funds become available, we propose to undertake the following programs:

1. Establish a union author catalog, to be housed in the processing center.

2. Establish a gift and last copy depository.

3. Engage specialists available to libraries of the group in the fields of Young Adult Services, Adult Education Services, and Audio-Visual Services.

AMERICAN ASSOCIATION OF LIBRARY TRUSTEES

A SECTION OF THE

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICE: 50 EAST HURON STREET, CHICAGO 11

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Fitchburg, Massachusetts

Dear Fellow Trustee:

The HANDBOOK FOR LIBRARY TRUSTEES - which has proved so helpful to us over the last four years - is now being revised. This new volume, to be published in July, reflects the most current activities of today's trustees. The enclosed folder gives detailed information about the book.

In this volume we believe we are providing the library trustees of the country with a tool which will help us make the most of our great opportunity. In our hands rests the responsibility for the effective use of a great deal of money each year - to foster the development of the country's greatest educational agency.

Whether our library's income is $2,000 or $2,000,000, what we have must be used to the best advantage. This book represents the tested experience of the country's most vigorous and constructive trustees. Directly and indirectly it comprises the contributions of you and your friends. We believe you will wish to place an immediate order, and we shall look forward to your comments on the book.

The price is $5.00 net postpaid, with a 20% discount on 5 or more copies, and orders should be placed with R. R. Bowker Company, 62 West 45th Street, New York 36. There's an order coupon on the enclosed circular.

Sincerely yours,

Bessie Moore

PRESIDENT
American Association
of Library Trustees

REPORT ON PROGRESS -- HANDBOOK FOR LIBRARY TRUSTEES

Now that the revision of The Handbook for Library Trustees is going through the press, there is at last time to thank the contributors for their wonderful help. That so many took time to write detailed accounts of successful drives for new buildings, increased appropriations, constructive conferences, at the busiest season of the year, means that this second edition is a report on vigorous developments in library service now underway all over the country.

For a trustee in a section where libraries have been established so long as to have settled rather too often into a state of complacent lassitude, it was heartening, if embarrassing to read of the remarkable strides toward library service for today's needs in Texas, North Dakota, Arkansas, Idaho, Missouri, Georgia. It was thrilling to learn how in South Bend and Worcester the trustees had shown remarkable stiffening of backbones in dealing with city officials along with full understanding of their responsibility for a public trust. The reports from Charlotte, Montclair, San Bernandino show that patience, determination and perseverance, combined with a willingness to learn from experience, can bring final success, illustrations that may fire other trustee groups who have been less vigorous in dealing with similar situations.

Because of the help so generously given, the work on this revision has been a refreshing and invigorating experience. That the completed volume will be a real stimulant to constructive action is certain. It may be disconcerting to many to have to realize painful contrasts but that, too, is constructive. The contributors may be well satisfied with what they have done to promote a more positive and responsible attitude in trustees and city officials throughout the country.

Marian Manley Winser, Editor

Summit, New Jersey, May 1, 1959

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

January 6, 1959

To the Librarian:

On January 26, 1959, the Bell System Science Series will present on NBC-TV, THE ALPHABET CONSPIRACY, the story of the science of language. This is an hour-long program featuring Dr. Frank Baxter. Enclosed is a brief synopsis of the program and a bibliography prepared with the assistance of experts in the field of linguistics.

At the Institute on Using Television in Library Adult Education, held in San Francisco last July, one session was devoted to a discussion of ways to make use of existing television programs on commercial stations. Those present at the Institute asked to be informed of programs with which local libraries might cooperate. THE ALPHABET CONSPIRACY provides an opportunity for a local library to tie in with a national network show with benefits both to the library and the local television station. Besides the enclosed materials, your local Bell Telephone Company will have posters calling attention to the broadcast, still photographs from the show, and stand-up counter cards, all of which you may request from them. A 16mm sound color film of the program will also be available for loan through your local telephone company after the broadcast on January 26. The attached sheet offers some suggestions as to how your library might tie in with this program.

The next program in this series, entitled THE UNCHAINED GODDESS, will be broadcast March 22, 1959. It will discuss the science of weather. Similar promotional materials will be available for this program, and in planning with both your local telephone company and your local television station, you may want to plan for tie-up with both programs. Other programs in the series will follow next fall and winter.

If you find this information useful to you, let me know and we will send you further information later about other programs. This letter is being sent to a number of libraries of various sizes. We would be glad to know if our suggestions are useful and ways in which you cooperated with the program.

THE ALPHABET CONSPIRACY
NBC-TV
Monday - January 26, 1959

7:30-8:30 pm, EST 5:30-6:30 pm, MST
6:30-7:30 pm, CST 7:30-8:30 pm, PST

Cordially yours,

Betty Evans

(Mrs.) Elizabeth W. Evans, Chairman
Television Subcommittee
ALA Audio-Visual Committee

SUGGESTIONS FOR MAKING LIBRARY USE OF

THE BELL SYSTEM SCIENCE TELECASTS

1. An exhibit in the library, or elsewhere, using poster and/or still photographs, with materials on the subject of language. (You can use the Bell System bibliography, with or without additional materials, or you may prefer to make your own bibliography including annotations.)

2. Duplicate the Bell System bibliography, or your own, in quantity for distribution in the library. You might also distribute this to appropriate school classes, with a notice calling attention to the program and its broadcasting time over your local NBC outlet.

3. Alert community groups who might be interested in the subject matter of either program and the availability of related library materials.

4. Arrange for meetings of listening and viewing groups, either in or out of the library. Materials, or lists of materials, could be made available for such meetings. Broadcast might be followed by discussion.

5. Go to local NBC-TV station and outline to program director how library plans to cooperate with program. Ask for a spot announcement, preceding or following the program, inviting people to come to the library for materials on the subject of the program, or to write in for the booklist. (You should provide some visual, a book or other object, for the spot announcement. Discuss this with program director, It would be advantageous to provide a slide for the purpose. Perhaps your local Bell Telephone Company would provide this.)

6. Tell the television editor of your local newspaper what your library is doing to participate in this first nationwide attempt to tie libraries in with a national television network show. (Let the publicity directors of both your NBC-TV outlet and your local telephone company know that you have contacted the TV editor.)

SCIENCE SERIES

BELL SYSTEM TV PROGRAM

"THE ALPHABET CONSPIRACY"
NBC-TV Monday, January 26

"The Alphabet Conspiracy" is the story of language. A selected bibliography on the subject is given below, with asterisks (*) marking those for young people.

Bloomfield, Leonard	Language	Holt, 1933.
Boas, Franz	Race, Language, and Culture	Macmillan, 1940.
Carroll, John B.	The Study of Language	Harvard Univ. Press, 1953.
*Denison, C.	Passwords to People	Dodd, Mead, 1956.
Gleason, H. A. Jr.	An Introduction to Descriptive Linguistics	Holt, 1955.
Hackett, C. F.	Introduction to Modern Linguistics	Macmillan, 1958.
Hall, Robert A.	Leave Your Language Alone	Linguistics, 1950/
Heffner, Roe-Merrill S.	General Phonetics	Univ. of Wisc, Press, 1949.
Hill, A. A.	Introduction to Linguistic Structures	Harcourt, Brace, 1958.
Kenyon, J. S., and Knott, T. A.	A Pronouncing Dictionary of American English	G. & C. Merriam, 1944.
Jones, Daniel	The Pronunciation of English	Cambridge Univ. Press, 1950.
Kurath, Hans	A Word Geography of the Eastern United States	Univ. of Mich. Press, 1949.
Laird, Charlton	The Miracle of Language	Fawcett World Library, 1957.
*Laird, Helene and C. G.	Tree of Language	World Publishing, 1957.
*Lambert, Elaine	Our Language	Lothrop Lee & Shepard, 1955.
Miller, George A.	Language and Communication	McGraw-Hill, 1951.
Pei, Mario	The World's Chief Languages	Devin-Adair, 1955.
*Pei, Mario	All About Language	Lippincott, 1954.
Potter, R.K., Kopp, G.A., and Green, H. C.	Visible Speech	Van Nostrand, 1947.
Sapir, Edward	Language: An Introduction to the Study of Speech	Harcourt, Brace, 1921.
Smith, A. L. and Trager, H. L.	Outline of English Structures	Bailey, 1957.
Sturtevant, E. H.	An Introduction to Linguistic Science	Yale Univ. Press, 1947.
Whatmough, Joshua	Language: A Modern Synthesis	St. Martin's Press, 1956.

# # #

SCIENCE SERIES

BELL SYSTEM TV PROGRAM

"THE UNCHAINED GODDESS"
NBC-TV Sunday, March 22

"The Unchained Goddess," the story of weather, will be given a repeat telecast over the NBC network on Sunday afternoon, March 22.

Produced by Frank Capra and starring Richard Carlson and Dr. Frank C. Baxter, this hour-long program in color discusses what makes our weather. The first half of the program explains what makes the wind blow, how clouds are formed, and what makes snow, rain, and hail. The second half of the program discusses weather forecasting, storms, and efforts to control weather. It includes some of the most dramatic films of tornadoes and hurricanes ever made.

A selected bibliography on weather is given below. Titles with asterisks (*) are especially good for young people.

Blair, Thomas A.	Weather Elements	Prentise-Hall, 1948.
Forrester, F. H.	1001 Questions Answered About the Weather	Dodd, Mead 1957.
* Fenton, C. L. & M. A.	Our Changing Weather	Doubleday, 1953.
Flora, Snowden	Tornadoes of the U. S.	Univ. of Okla. Press, 1954.
* Hastings, E. R.	All Kinds of Weather	Leibel, 1955.
* Holmes, D. C. and Pitkin, M.	Young Peoples Book of Weather	McBride, 1955.
Krock, I. P. and Fleming, R.	Sun, Sea, and Sky	Lippincott, 1954
Kimble, G.	Our American Weather	McGraw-Hill, 1955
Lester, R. M.	Observers Book of Weather	Warne, 1955.
Lehr, P. E.	Weather	Simon & Schuster, 1957
Longstreth, T.	Understanding the Weather	MacMillan, 1953.
Miller, D. D.	Wind, Storm, and Rain	Coward-McCann, 1952.
Petterssen, S.	Weather Analysis and Forecasting	McGraw-Hill, 1956.
Petterssen, S.	Introduction to Meteorology	McGraw-Hill, 1958.
* Ruzic, N. P.	There's Adventure in Meteorology	Popular Mechanics, 1958.
*Tannehill, I. R.	All About the Weather	Random House, 1953.
Taylor, G. F.	Elementary Meteorology	Prentice-Hall, 1954.
* Wyler, R.	First Book of Weather	Watts, 1956.
Yates, R. F.	Weather for a Hobby	Dodd, Mead, 1956.

# # #

CALIFORNIA
LIBRARY
ASSOCIATION - 829 Coventry Road - Berkeley 7, California

August 22, 1958

Dear fellow Library Association members,

A most hearty greeting to all and a personal invitation to each of you to attend the 60th Annual Conference of the California Library Association, October 27 - November 1, 1958!

The new, modern Lafayette Hotel in Long Beach is headquarters for the Conference and will house most of the meetings. The commercial exhibits and the general sessions will be in the hotel's new grand ballroom with registration in the center lobby. You will find seven modern, convenient restaurants and coffee shops within the Lafayette with prices and atmosphere to suit your pocket book and tastes. Hotel room rates are: singles, $7.50; doubles, $11.00; twins, $12.00. Send in your reservations now.

An outstanding program is planned with features you cannot afford to miss. Look over the enclosed preliminary outline of the program and check such names as Allan Nevins, John Morley, Langston Hughes (poetry accompanied by an orchestra), Fred Mosher and Marjorie Fisk with their California Book Selection findings, Ed Wight and a report-discussion on the California Public Library Survey, Dr. James Jarrett, Sam Hinton, Brother Antoninus, Emerson Greenaway, and others.

And of course you have the beautiful azure waters of the Pacific, the white sandy beaches, the cool Southern October sun, and opportunities for sightseeing to festive areas or to the beautiful new branches of the Long Beach Public Library.

And further -- you can write Fred Mulholland, Palo Alto Public Library, Palo Alto, and arrange for an under $300 all cost eight day Post Conference Group tour out of Los Angeles to Hawaii !

See you in Long Beach, October 27 - November 1, 1958!

Invitingly yours,

George F. Farrier

George F. Farrier, President
California Library Association

LONG BEACH CALIFORNIA THE IDEAL YEAR ROUND CONVENTION CITY

SAN DIEGO CITY SCHOOLS
EDUCATION CENTER
PARK BOULEVARD AT EL CAJON
SAN DIEGO 3, CALIFORNIA

OFFICE OF THE SUPERINTENDENT
City Schools Library

ADDRESS PACKAGES AND MAIL:
4100 NORMAL STREET
SAN DIEGO 3, CALIFORNIA

May 26, 1959

Dear Fellow State Nominator:

So far we have been unable to secure any candidates willing to run for the office of Vice-President, President Elect of C.L.A. All of the prospects listed on Ballot #2 (except Mr. Mulholland who is leaving library work) have been invited and have declined to run.

Permission slips are being sent today to the four possible candidates now remaining, whose names appeared on the original Ballot #1:

J. Richard Blanchard — Mrs. Helen A. Everett

Dr. Peter T. Conmy — The Reverend William J. Monahan

In case we do not secure the required two acceptances from this group will each of you please suggest additional names which we may add to our list if it should become necessary to negotiate further for candidates.

Because time is short, please send your suggestions by return mail on the enclosed postal card. (Caution: Do not suggest names which appear on the enclosed list of individuals ineligible for election to State office in 1960 or anyone who has declined to serve this year.)

Returns for A.L.A. Councilor are more cheerful. Acceptances from George Fowler, Dr. Lawrence C. Powell and Dr. Edward Wight supply us with the more than the required two candidates for the ballot.

Also Dorothy Thomas acceptance received after deadline.

Sincerely yours,

Helma Reid Chairman
State Nomination Committee
California Library Association

Committee Ballot to determine top two candidates will follow.

TR:el
Enc. 2

Individuals ineligible for election to state office for the 1960 term.

Elected to the state office of vice president, president-elect, for the past five terms:

1955 term	Thelma Reid	San Diego City Schools Library
1956 term	Dr. Henry M. Madden	Fresno State College Library
1957 term	George F. Farrier	Alhambra Public Library
1958 term	Dr. Alan D. Covey	Sacramento State College Library
1959 term	June E. Bayless	San Marino Public Library

Elected to the office of vice president, president-elect of district or section for the 1959 term. (Serving on Board of Directors, 1960 term)

George M. Bailey	University of California Library, Davis
Virginia L. Ross	San Mateo County Free Library, Redwood City
Robert H. Staehlin	Yuba County Library, Marysville
Leland A. Fetzer	Humboldt State College Library, Arcata
June Young	Merced County Free Library, Merced
Mrs. Natalie M. Edwin	San Diego Public Library, San Diego
Andrew W. Horn	Occidental College Library, Los Angeles
Marjories Donaldson	Pasadena Public Library, Pasadena
Mrs. Raymond B. Allen	Los Angeles Public Library, Los Angeles
Hilda M. Glaser	Santa Monica Public Library, Santa Monica

BALLOT I

For office of Vice-President, President-Elect, 1960.

Indicate by numbers the order of your preference up to six, at right in column labelled V.P.

For office of ALA Councilor, 1960-1964.

Indicate by numbers the order of your preference up to six, at right in column labelled ALA.

Nominees	V.P.	No. of times suggested for: Vice-Pres., Pres.-Elect	ALA	ALA Councilor
J. Richard Blanchard		1		1
Jessie E. Boyd Declined		2		
Kenneth J. Brough Declined		3		1
~~Harriet Collopy~~				~~1~~
Donald Coney Declined		1		1
Dr. Peter T. Conmy		1		
~~Coit Coolidge (Not on membership list)~~				~~2~~
~~Rocco Crachi~~				~~1~~
Mrs. Helen A. Everett		1		
George F. Farrier (Ineligible for president)				1 Accepted
Carl W. Hamilton Declined		1		
Mrs. Bertha D. Hellum Declined		3		2
John D. Henderson				2 Declined
~~W. Roy Holleman~~				~~1~~

(See Over)

No. of times suggested for:

	Vice-Pres., Pres.-Elect	ALA Councilor
	V.P.	ALA
~~Raymond M. Holt~~		1
~~Evelyn E. Huston~~		1
Margaret M. Klausner		3 Declined
~~Rosemary E. Livsey~~		1
Esther L. Mardon Declined	3	
Rev. William Monihan	1	
~~Everett T. Moore~~		1
Frederick F. Mulholland Out of Library Work	3	
Grace Murray Declined	1	
Lawrence C. Powell		2 Accepted
Winifred A. Ragsdale Declined	1	
~~Jack A. Ramsey~~		1
Mrs. Dorothy M. Thomas		2 Accepted after dea
Karl A. Vollmayer Declined	2	
~~Frederick A. Wemmer~~		1
Dr. Edward A. Wight		1 Accepted

CALIFORNIA LIBRARY ASSOCIATION
60th Annual State Conference
Long Beach, California
1958

DOWNTOWN HOTELS AND MOTELS IN LONG BEACH, CALIFORNIA
N.B. Make reservations as early as possible with the hotel of choice

HOTELS	Single	Double	Twins
Alexander Hotel 105 Locust Avenue Tele. Hemlock 6-1294	$4.00 w.o. bath	$7.50 with bath $5.50 w.o. bath	$8.50 with bath $6.50 w.o. bath
Blackstone Hotel 330 W. Ocean Tele. Hemlock 622-31	$6-$8 w.bath	$8.00 with bath	Adjoining doubles w. bath $7 - (some have twin beds)
Lafayette Hotel & Lanais Broadway & Linden Tele. Hemlock 5-5681	$7.50 $12.00 (Lanai)	$11.00 $14.00 (Lanai)	$12.00
(This was quoted as a special rate because of the convention)			
Robinson Hotel 3[illegible] Ocean Tele. Hemlock 6-[illegible]55	$5.00	$6.00 $8.00 on ocean front	$10.00
All have private baths			
Venetian Square 100 Venetian Square Tele. Hemlock 5-0207	$7.00	3 room apts. $7.00 and up for 1 or 2.	
Wilton Hotel 210 E. Ocean Tele. Hemlock 7-2201	$7 - $9	$9 - $11 Triples: $5 per person All have private baths	$10 - $12

MOTELS -- Winter rates.

At-Ocean Motel 50 Atlantic Tele. Hemlock 5-8369	Accomodations for 1 or 2, $5-$10 They have 3 suites accomodating two people -- $15. " " " " " four " -- $17.	King size beds.
Surf Motel * 2010 E. Ocean Tele. Geneva 9-6922	2 person double $10 - $12 twin $12 - $14	2 room suite accomodating 3-5 $16 -- $22
Sand & Sea Motel * 1744 E. Ocean Tele. Hemlock 5-6383	2 person double $4 per person 4 " " $3 per person 1 suite to accomodate 4 persons	

* About 1½ miles from downtown on ocean front.

1958 C.L.A. CONFERENCE TENTATIVE SCHEDULE

	Tues. - Oct. 28	Wed. - Oct. 29	Thurs. - Oct. 30	Fri. - Oct. 31	Sat. - Nov. 1
Break-fast 8 a.m.		Editorial Committee Hospitals & Inst. R. T. Lib. Dev. & Standards C.	Liaison C. Calif. Pub. Library Commission (8:45 - no meal)	Publications C.	
10-12	County Librarian (9 - 12)	1st General Session (CURLS) ALLEN NEVINS	3rd General Session (Pub. Lib. Sect.) JOHN MORLEY	C & YP Sect. Bus. M. Jr. Coll. Lib. R. T.	Board of Directors (9 a.m.) Joint meeting - CLA SLA - LA Regional Gat
Lunch 12 - 2 p.m.		USC Lib. Sch. Luncheon	CURLS Luncheon SAM HINTON Adult Ed. C. DR. JAMES JARRETT	C & YP Sect. Luncheon	
2:30 -4	County Librarian (1:30 - 5)	CURLS - Program BROTHER ANTONINUS Hospitals & Inst. R. T. Pub. Lib. Sect. Bus. M. Audio-Visual R. T.	CURLS - Bus. Program RICHARD HARTWELL Adult Ed. C. - Panel SORT Young Ad. Lib. R. T. Legislature C. Documents C.	5th General Session (Trustees Sect., Pub. Lib. Sect., Lib. Dev. & Stand. C.) ED WIGHT	Board of Directors and 1959 Committee Chrmn. (1 p.m.)
4:30-6		Audio-Visual R. T. Reg. Res. Coord. C.	Tour of libraries (4:30 - 7)		
Dinner 6:30-8	Bd. of Directors (Dinner 6 p.m.)	Library School Dinners (except USC)			
8:30 - 10:00	Reception 8:30 - 10:00	2nd General Session (Irtellectual Freedom C.) MOSHER - FISKE	4th General Session (Coulter Lecture) EMERSON GREENAWAY	6th General Session (C & YP Section) LANGSTON HUGHES	
10 -		Exhibitors' Night			

PUBLIC LIBRARY

CITY OF DALY CITY

Gateway to the Peninsula

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Mayor
A. J. Gaggero
Councilmen
Edward J. Dennis
James P. Green
James H. Kennedy
Joseph J. Verducci

CALIFORNIA LEGISLATURE, 1959 REGULAR (GENERAL) SESSION

ASSEMBLY BILL No. 1985

Introduced by Messrs. Ernest R. Geddes and Rumford
(Co-authored by Senator Farr)

March 11, 1959

REFERRED TO COMMITTEE ON EDUCATION

An act to add Chapter 1.5 (commencing at Section 27111) to Division 20, of the Education Code, as enacted by the Legislature at its 1959 Regular Session, relating to state aid to public libraries, and making an appropriation.

The people of the State of California do enact as follows:

SECTION 1. Chapter 1.5 (commencing at Section 27111) is added to Division 20, of the Education Code, to read:

CHAPTER 1.5. STATE AID TO PUBLIC LIBRARIES

Article 1. Definitions and General Policy

27111. The Legislature hereby declares that the general diffusion of knowledge being one of the functions of public libraries in the State, consisting of the local public libraries and the State Library, it is in the interest of the State to assist in the general development and improvement of public library services and to encourage public library jurisdictions too small to attain reasonable standards to co-operate with other public library jurisdictions to attain minimum standards.

LEGISLATIVE COUNSEL'S DIGEST

A. B. 1985 as introduced, Ernest R. Geddes (Ed.). State aid to public libraries.

Adds Ch. 1.5 (commencing with Sec. 27111), Div. 20, Ed. C., as enacted 1959 Reg. Sess.

Authorizes the State to give financial aid to library systems which meet certain enumerated minimum standards. Defines what constitutes a library system and sets up a system for determining the amount of aid each system qualifying shall receive from the State.

Creates within the Department of Education, the Public Library Aid Board, and empowers it to carry out the provisions of the chapter. Specifies the membership of the board.

Appropriates an unspecified amount to the department for the purposes of the act.

In adopting this chapter, the Legislature declares that it is its policy not to remove the government and administration of local libraries from local control, but only to establish standards for the grants-in-aid made pursuant to this chapter.

27112. "Public library jurisdiction" means any county free library, municipal library, library district library, or union high school district library.

27113. "System" means a single library jurisdiction, or two or more library jurisdictions co-operating, which can or have adopted a plan to meet minimum standards specified in this chapter.

27114. "Board" means the Public Library Aid Board.

27115. "Co-ordinating librarian" means one of the head librarians of a co-operative system selected by the head librarians of the system, or by other means specified by the Public Library Aid Board, to represent the group of libraries comprising the system in official transactions requiring such representation.

Article 2. Administration

27121. There is in the Department of Education the Public Library Aid Board consisting of the State Librarian, who is ex officio chairman of the board; a member of the staff of the Department of Education designated by the Director of Education; and a member of the staff of the Department of Finance designated by the Director of Finance.

27122. The board shall administer the provisions of this chapter, and shall prescribe such rules and regulations as are necessary to carry out its provisions.

Article 3. Library Systems

27126. A library system may include any of the following which meet the minimum standards:

(a) A one-library jurisdiction.

(b) A multijurisdiction system formed pursuant to the provisions of Chapter 2.2 (commencing at Section 25210.1) of Part 2 of Division 2, Title 3 of the Government Code or pursuant to Chapter 5 (commencing at Section 6500) of Division 7, Title 1 of the Government Code.

(c) A consolidated library system where two or more library jurisdictions consolidate to form a library jurisdiction pursuant to the provisions of Article 9 (commencing with Section 58260) of Chapter 1, Title 6 of the Government Code.

(d) A co-operative system where two or more library jurisdictions agree to co-operate and enter into agreements in writing regarding the details of co-operation.

27127. Within two years of the adoption of state aid to a co-operative system the administrative head of at least one library in the system shall hold a co-ordinating librarian certificate issued by the Board of Library Examiners.

Article 4. Standards for Aid

27131. The minimum standard for receiving grants under this chapter by a library system shall include:

(a) The adoption of a policy statement by each system and by each constituent member of the system of the objectives of the system and of each constituent member, and a statement of policies for the selection of materials.

(b) The annual addition of three thousand (3,000) new and current (within two years of publication or imprint) adult titles and four hundred (400) new and current juvenile titles.

(c) The annual purchase of three hundred (300) current adult and juvenile periodical titles, and the adoption of a program for the maintenance of back files and for indexes for reference use of periodicals.

(d) A collection of two thousand (2,000) reference titles at the system headquarters, and needed duplicates at other agencies, with appropriate annual additions, and a professionally competent staff to serve the public at the system headquarters, and to serve the staff at smaller agencies where no professional reference staff is available. If there is no headquarters library in a co-operative system, two thousand (2,000) reference titles shall be distributed among the constituent members according to some plan of library specialization, with a union list of the complete reference holdings located in each constituent library.

(e) Centralized classification, cataloguing, and mechanical preparation of books.

27132. The minimum standards shall also include:

(a) A separation of the clerical work of circulation and related operations from the professional activities of advising readers, answering reference inquiries, developing the book collections, and other related activities. A separation of the clerical work in connection with cataloguing, adding duplicates to the book collection, duplicating catalogue cards and other records, mechanical processing of materials, and other related activities, from the professional work of subject cataloguing and related activities. A separation of the routine administrative activities such as maintenance of records, preparation of routine statistical and similar reports, and maintenance of staff schedules, from the more difficult administrative activities such as preparing drafts of policy statements, developing and implementing activities and programs, coordinating various activities and units, and evaluating the effectiveness of activities and programs.

(b) At least one full-time professional librarian, or the equivalent, engaged in professional children's work, including work in program planning and development with adult members of the community.

(c) At least one full-time professional librarian, or the equivalent, engaged in administrative and management activities.

27133. The minimum standards shall further include:

(a) A population of 100,000 persons or more in the area providing the financial support of the system, or, if the population density is less than thirty (30) per square mile in the entire area served by the system, an area of 3,000 or more square miles.

(b) An annual income from public sources to be expended by the jurisdiction for current operating expenses equivalent to the proceeds of 95 percent of a tax of ten cents ($0.10) per hundred dollars ($100) on the assessed valuation of property as assessed for county taxing purposes, or the equivalent of two dollars ($2) per capita, whichever is smaller. In no case shall the total current operating expenditures be less than the average of the immediately preceding last two completed fiscal years. In determining such income to be expended for current operating purposes, income from contracts to provide library service to nonpublic library organizations, such as to schools, shall not be included. Income to be expended for capital outlays for land, construction or remodeling of buildings, or for furniture and equipment for new or remodeled buildings shall not be included.

In determining the minimum local income of a co-operative, consolidated or multijurisdiction system, the population and assessed valuation shall be those of the entire area of the system as a whole, and not those of each individual library in the system.

(c) The availability of public library services on equal terms to all of the qualified residents of the area served by the system.

27134. The minimum standards shall also include the following, to be prepared by a professional librarian engaged in administrative and management work:

(a) A position classification plan with at least three levels of professional classes of positions and three levels of nonprofessional classes of positions, with an appropriate definition of each class, typical tasks performed in each class, minimum qualifications for each class, and probable lines of promotion.

(b) A pay plan with a scale for each class of position.

(c) A chart of administrative organization showing the major functions of each organizational unit and the number of employees of each class position normally assigned to each unit.

(d) An estimated program of major work to be accomplished in the current fiscal year designed so that periodic reports can be made to the local authorities of the progress in the accomplishment of the work program during the year.

(e) Where a system of branches or stations or other extension of service beyond the headquarters building are in use, a

statement of standards for agencies of each type, including such factors as the number of population to be served, floor area, book stock, equipment, number of staff of each class of position required, and the number of hours per week of public service.

The provisions of this section shall apply to each public library jurisdiction in a co-operative system, except that the number of levels of classes of positions may include classes of positions used in carrying out co-operative activities included in agreements or contracts entered into by the co-operating libraries, or by one of such libraries for the benefit of all libraries in the co-operative system.

Article 5. Grants-in-Aid

27141. In order to assist and encourage local public libraries to co-operate by the formation of co-operative library systems, or to consolidate under a single local government to form a multijurisdiction library system, the board shall make an establishment grant of ten thousand dollars ($10,000) to each public library jurisdiction which joins with another public library jurisdiction to form a library system, if by thus co-operating or consolidating the library system will be able to meet the minimum standards specified in Section 27131 to 27134, inclusive. Such establishment grant to a public library jurisdiction shall not exceed 20 percent of the jurisdiction's current expenditures, excluding capital expenditures, for the previous fiscal year. Each library jurisdiction shall be eligible for the establishment grant in each of the first two years during which it is a part of a system; or in each of the first four years if it qualifies under Section 27144 (b).

27142. In order to improve the general level of local public library service, the board shall make annual per capita grants to each public library system which meets the minimum standards specified in Sections 27131 to 27134, inclusive. Per capita grants shall be made in the following manner:

(a) When the population in the area served by the system is over 1,000,000, twelve and one-half cents ($0.125) per capita for the population under 2,000,000 and ten cents ($0.10) per capita for the population over 2,000,000.

(b) When the total population in the area served by the jurisdiction is over 100,000 but less than 1,000,000, fifteen cents ($0.15) per capita for the population under 500,000 and twelve and one-half cents ($0.125) per capita for the population over 500,000.

(c) When the total population in the area served by the jurisdiction is under 100,000 persons and:

(1) The population per square mile is between 20 and 30, a grant of twenty cents ($0.20) per capita.

(2) The population per square mile is between 10 and 20, a grant of thirty cents ($0.30) per capita.

(3) The population per square mile is under 10, a grant of forty cents ($0.40) per capita.

27143. Establishment grants and per capita grants shall be made according to the terms of written contracts entered into between the public library jurisdictions and the board. Unless the contract specifies otherwise, payments shall be made quarterly by the board upon receipt by the board of a quarterly progress report submitted by the system.

27144. If a public library jurisdiction or prospective system applying for establishment and per capita grants does not meet all of the standards set forth in this chapter, it may:

(a) submit a plan to the board officially adopted by the legislative body or bodies of the public library jurisdictions concerned for meeting all of the standards within two complete fiscal years. Upon submission of such a plan, a jurisdiction or system may be temporarily approved by the board for grants in a fraction of the amount to which it would otherwise be entitled if it fully met the standards of this chapter. Such fractional grants shall be at the rate of one-half in the first year and three-fourths in the second year.

(b) submit a plan for meeting all of the standards within four complete fiscal years. The fractional grants shall be at the rate of one-half in the first two years and three-fourths in the last two years.

27145. Each public library jurisdiction which is not entitled to receive any other of the grants in this chapter, upon application to and signing an agreement with the board specifying the care and use of materials, shall receive annually three hundred dollars ($300) worth of current adult nonfiction books. The number of books given shall be computed at the publishers' list prices and shall be cataloged and processed by the State Library. The books shall be sent twice a year in approximately equal groups.

SEC. 2. The sum of _____ dollars ($_____) is appropriated from the General Fund to the Department of Education for the purposes of this act.

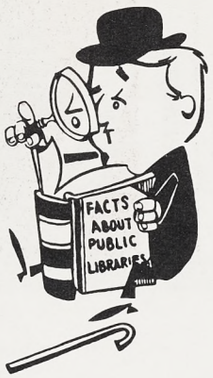
O

L-3900-S 3-59 3,500

you should
know about
your

PUBLIC LIBRARIES

IN CALIFORNIA



In 1957 the Legislature of the State of California authorized the establishment of the Public Library Commission, composed of 4 legislators and 9 lay members. The Public Library Commission was empowered to study and investigate the organization, operation, and needs of public libraries in the state.

The Public Library Commission has completed its survey and has published its findings and recommendations. Some of its recommendations have been embodied in Assembly Bill 1985. This bill provides a modest aid program to assist public libraries to accomplish cooperatively much needed improvements in service which 8 out of 10 cannot achieve by themselves.

Note: Statistics quoted in this leaflet are for the Fiscal Year ending June 30, 1957, the latest available at the time of the Commission's study. Statements made in this leaflet are based upon the wording of AB 1985 as introduced on March 11, 1959.

FACTS YOU SHOULD KNOW ABOUT PUBLIC LIBRARIES IN CALIFORNIA

1. 86,000 residents of California have no local public library service. Furthermore, the majority of people in California receive inadequate library service because of rapidly expanding population and inadequate public library income.
2. Partly because of insufficient operating funds 8 out of 10 of the new trade books published annually are not available locally to patrons of most public libraries in California.
3. Due to lack of funds, public libraries are able to buy for each resident of California only about 23c worth of books per year.
4. The people of California spend less for public library service per year ($1.85 per capita) than they do for a single purchase of 10 gallons of regular gasoline (approximately $3.20) or a single carton of cigarettes (approximately $2.00).

5. The state of California pours nearly ½ billion dollars annually into its schools, the formal means of education, but it does nothing in the form of direct support for public libraries, which serve ALL of the people ALL of their lives.
6. Number of books per capita in public libraries in California has decreased 31% since 1940, in spite of needs and demands many times what they were in 1940.
7. Public libraries serving a population of less than approximately 100,000 people do not have resources and facilities to provide adequately for the basic needs of their patrons. Yet 86% of the public libraries in California are below this minimum size.
8. 45% of central library buildings are more than 38 years old, which means that they were built to serve our 1920, or earlier, population, which was only 1/5 the size of our present population.
9. With our booming population all of the above situations will become more acute during the next few years unless prompt, constructive action is taken now to improve the situation.

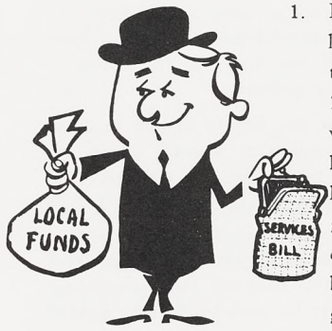
WHAT THE PUBLIC LIBRARY SERVICES BILL WOULD DO TO RAISE THE LEVEL OF SERVICE TO PUBLIC LIBRARY PATRONS IN CALIFORNIA

The proposed legislation would provide a minimum amount of financial assistance to public libraries to make possible the establishment or improvement of the following in each library system:

1. A collection of materials of greater size, variety and timeliness than most libraries now have. (Specifically: 2,000 reference books, 300 current periodicals and the annual purchase of 3,400 newly published book titles.)
2. Equal access to all residents of a system to service and collections of all other libraries in a system.
3. A service area of sufficient size (a minimum population of 100,000 in most areas) to permit economy of service and management.
4. Goals and objectives for each library and for each library system which would be locally determined and formally stated.
5. Centralized cataloging, classifying and processing of books, and the resultant savings in time and money.
6. Sound management principles in the field of library administration.
7. The services of professional specialists in the fields of children's work, reference work and library administration.

THE SMALLER PUBLIC LIBRARIES BY COOPERATIVELY JOINING OTHER LIBRARIES WHICH SHARE COMMON PROBLEMS WOULD PROFIT TO THE GREATEST EXTENT FROM THE ATTAINMENT OF THESE STANDARDS. WHERE IT IS NOT POSSIBLE FOR LIBRARIES TO ATTAIN THE STANDARDS ABOVE, A GRANT OF $300 A YEAR IN CURRENT ADULT AND JUVENILE NONFICTION BOOKS WOULD BE MADE. HENCE, ALL PUBLIC LIBRARIES WOULD BENEFIT FROM THE LEGISLATION.

HOW WOULD THE PUBLIC LIBRARY SERVICES BILL PERMIT PUBLIC LIBRARIES TO ACHIEVE THESE GOALS OR STANDARDS?



1. By providing establishment grants of up to $10,000 each for 2 years to libraries which join with other libraries in forming a library system. Such grants could not exceed 20% of each library's operating budget.
2. By providing annual per capita grants to all public library systems meeting the minimum standards. Per capita grants would range from 40c in the large-area low-population systems to 10c and 12½c in those serving 1,000,000 or more persons.

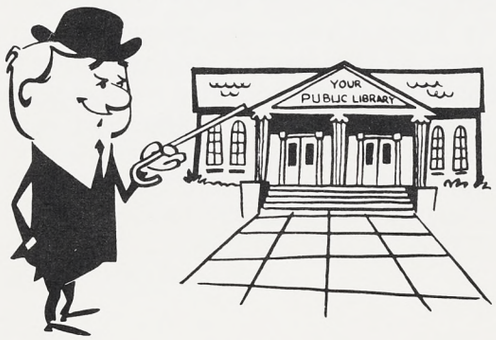
For libraries which could not immediately meet the standards but adopt a plan for doing so in 2 or 4 years a fractional amount from 1/2 to 3/4 of the above grants could be made.

All funds appropriated under the Public Library Services Bill would be distributed by the Public Library Aid Board in compliance with standards established in the legislation. This Board would be composed of the State Librarian (ex officio) and one representative of the Department of Finance and one of the Department of Education.

WHAT THE PUBLIC LIBRARY SERVICES BILL WOULD NOT DO

1. It would not destroy or alter any library's individuality and independence. Control of each library would still rest firmly in the hands of the local governing authority.
2. It would not force any library to join in a cooperative system unless it wanted to do so. The legislation is permissive, not mandatory.
3. It would not permit any library to substitute any state aid funds for any portion of its present budget. There could be no decrease in local level of support because of state aid. Furthermore, no library could qualify for state aid without either:
   a. A per capita income of $2.00 or
   b. Income equal to the proceeds of a 9½c tax rate on the assessed valuation of local property as assessed for county purposes.

   whichever is less
4. It would not give the State Library any control over any public library in the state. Control remains local.
5. It would not subsidize public libraries, since the state aid would be incentive money which would:
   a. Encourage local libraries to raise the level of their service to meet the standards.
   b. Result in permanent, not temporary, improvement in public library service.
   c. Insure sound management of library systems.



WHAT WOULD THE PUBLIC LIBRARY SERVICES BILL COST?

Even if all public libraries qualified and applied for aid, which is unlikely in the first 2 years, the cost would be not more than 3 million dollars per year for each of the first 2 years. About 1 million of this would be for non-recurring establishment grants, to get cooperative activities started, and 2 million for continuing per capita grants. In succeeding years the need for and cost of establishment grants would be small, while per capita grants would remain constant or increase only as the population of the state increases.

"Coffee at Eight"

You are cordially invited to the Robert Woods home, 181 Wilshire Ave. Monday evening, February 13, to discuss the Westlake library situation.

Mr. Wayne Carr, chairman of Daly City Library commission will be on hand to answer questions.

Mrs. J. Henry Mohr, President of San Francisco Library Board will be present to discuss the value of a Library League to support the commission in their efforts to establish a Westlake Branch at an early date.

Please do come.

R. S. V. P. PL 5-6893.

April 8/59

The members of the Library Commission have been officially appointed and as such have been entrusted with certain responsibility. They were instructed to go ahead and pick an architect from a group of ~~screened~~ candidates previously screened and narrowed down by the City Manager, City Engineer and City Librarian. The Commission after reviewing the qualifications chose the architect who in their estimation would do the best job and give Daly City the best library for the money available. The members of the Commission are not children ~~but~~ who can be lumped or pushed aside at will by their elders. They have acted in good faith on this matter and have kept one main goal in mind -

to pick and obtain the services of an architect who would give the citizens of Daly City the best designed, most functional and at the same time most esthetically satisfying library it could get and yet stay within the budget. This we have done. We are not alone in our judgment. The architect we chose is highly regarded throughout the state. He is consultant to the State Library on library construction; he teaches architecture and library construction at Stanford University; he has been hired to build far larger and many times more expensive libraries by San Rafael, San Leandro and Watsonville. Everyone in the library field knows about his reputation and his experience.

Daly City has been congratulated by all in the literary field for its perspicacity and vision in choosing and obtaining the services of such an eminent and qualified architect. However, the city manager and troop in the City Council have apparently not had the same feelings and ideas. The Commission has acted in an adult, fair and upright manner in its relations regarding the choice of an architect. The City Manager has not done so. Now the Commission members realize that the City Manager is the boss of the City and runs it. It has no intention and no desire to usurp any authority. At the same time it realizes its responsibility and expects the

also to be realized. If the City Manager had acted in good faith, in an open-minded, fair and upright fashion, the matter would never have come to this situation. If he did not agree with our choice and if there ~~could be some difficulty, but, the correct thing to~~ were some disagreement over the contract, the correct way to have handled this would have been to call all parties concerned together and discuss the areas of disagreement openly and fairly. However, instead the matter was handled ~~in a way~~ otherwise. The architect was not given any opportunity to discuss matters or areas of disagreement. Instead, erroneous statements were issued in the press.

Unfounded statements were presented to the Council. The only conclusion which can be drawn from all these shenanigans is that this represents a deliberate attempt to sabotage and vitiate the commission's choice of an architect. Furthermore the commission also has reason to conclude that the City Manager was apparently prejudiced from the start against the Commission's choice. Why? Perhaps for personal, perhaps for other obscure reasons. Certainly the architect chosen by the Commission has never given anyone any cause for such action. Rather, he has been ignored. He has never been told personally of the adverse feelings of some of the parties concerned.

He steel has not been officially informed of any official actions by the City. To treat a respected ~~conduct~~ citizen and highly-regarded architect in such a shameful fashion ~~reflects~~ no credit on Daly City.

Another conclusion which ~~can~~ be drawn from these actions (City Manager and through him of the Council) is that instead of having the welfare of the citizenry of Daly City in mind regarding the provision of better library service, they have acted from apparently purely personal and for other obscure reasons.

To date there have not

been presented a single valid reason or argument ~~for the~~ to back up or substantiate the shameful and underhanded ~~manner~~ actions which are so evident in this manner.

→ To illustrate the experience and ~~architectural~~ skill and ~~good~~ willingness to work within the confines of the library project as outlined to him, the architect, Mr. McCarthy, has submitted a contract totalling $155,000 for the building, ~~instead~~ with an $18,000 ~~opt~~ contingency fund or cushion, ~~to~~ to cover the available $173,000 which was budgeted for this project by the ~~Library~~ City Council. Is this the mark of a wilful,

hard to get along with person, as he has been made out?
The facts speak for themselves. For some reasons unknown to the Commission the responsible City officials have seen fit to make up their minds that this is not the man they want and have attempted to justify their actions by various devious, underhanded and shameful tactics. Apparently the welfare of ~~the~~ Daly City and its citizens does not count in this case only that the City Manager and his fellow city officials can get their own way. It is too bad that the general citizenry has to suffer for the satisfaction of certain ~~of~~ individuals.

from being regarded by those in the library profession as a city that knows how and what to do to get a good library, by employing the best qualified architect available in the Bay area, Daly City will become the laughing-stock and butt of all.

The situation is still not irretrievable, if good judgment and logical thinking were to prevail. The Commission has no other desire than to serve Daly City in the best way it can. In this manner it is to try and get for the city the best possible library within its budget. The Commission hopes and wishes that the City Officials also would have this same desire

June 13, 1956

DALY CITY COUNCIL
City Hall, Daly City, Calif.

Gentlemen:

Herewith is a copy of the 1956/57 Library budget which was unanimously approved by the Library Commission. This budget has been rigorously cut without any cognizance being taken of the careful thought given to the various items by Library Commissioners and without giving the Library Commission an opportunity to explain its content. This budget incorporates the suggestions previously made to the Commission by the Council as recently as last fall. These were 1) that the Library Commission make long range plans as well as those for immediate budgetary needs, and 2) that every effort should be made by the Library Commission to enable the future termination of the present County affiliation and to plan for a completely independent Daly City library service. The Council also stated that the Library Commission could count on Council support for the long range budgetary needs through the General Fund of the City.

These long range plans include, among others, the purchase of a lot for the permanent housing of the new Westlake branch of the Daly City Public Library, the purchase of the Dell lot adjacent to the present Main Library to enable its future development, and the purchase of books. Aside from the question of adequate housing and working facilities, the core of all these plans is an adequate supply of books. The simple and seemingly unrecognized fact is that we need books, many thousands of them, to give even ordinary service, particularly if such Library service will be handled independently by the City, without the assistance of the County. The present Librariés' overall book stock contains many books on loan from the County Library, as well as many books which should be discarded because of obsolescence, or loss of function or usefulness. All of these have to be replaced. This all adds up to the fact that we need a great many thousands of books and we do not have them. Furthermore, we do not have

the money for them, and the new budget does not enable us to make a reasonable start to obtain them. The amount allotted for books for the coming year is the same as last year. To say the least, it is illogical to expect us to buy new books as they come out, to replace books on loan not our own and to give even reasonably adequate service to the constantly increasing Library membership with the same amount of money for books as last year. We cannot even make a reasonable start towards an independent future and better facilities with the present book allottment in the budget. All this is apparently not taken into account in the new budget.

The Commission feels that this critical situation should be brought to your personal attention for careful consideration. The Library Commission further believes that it would be derelict in its duty to provide adequate facilities for the Library patrons if it did not make every effort in its power to try and correct this serious restriction of one of the important cultural activities of our City.

The Library Commissioners hope that you will recall and stand by the promise of full support made by the Council and see to it that, if nothing else, a more adequate budgetary allottment for books for the fiscal year 1956-57 will be included in the new budget.

Respectfully submitted,

Members Library Commission

C A L I F O R N I A L I B R A R Y A S S O C I A T I O N

829 Coventry Road

Berkeley 7 California

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A N N U A L

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S E P T E M B E R

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F O R E W O R D

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This directory lists members as of September 1, 1958. Members paying dues after that date have been included when possible. Position changes of which we have been notified in time have been included.

District affiliation is indicated by a letter code. Section affiliation, if it has been requested on the membership form filed in 1958, is indicated by a letter code.

We regret any omissions, and ask that these be called to our attention.

The directory will be published annually. It is distributed without charge to officers, committee chairmen, and institutional members. It is available to members for purchase at fifty cents per copy.

MEMBERS OF THE
CALIFORNIA LIBRARY ASSOCIATION

September 1, 1958

SYMBOLS

Districts

G.E.-- Golden Empire
G.G.-- Golden Gate
M. -- Mt. Shasta
R. -- Redwood
S. -- Southern
Y. -- Yosemite

Sections

C -- College, University and Research Libraries
J -- Children's and Young People's Section
P -- Public Libraries
T -- Trustees

ABBREVIATIONS

acct.--account-ing-s
acquis.--acquisitions
admin.--administrator-tive-tion
agric.--agriculture-al
assoc.--associate
asst.--assistant
attend.--attendant
a.-v.--audio-visual
biblio--bibliography-er-ic-ical
bio.--biology-ical
bk.--book
br.--branch
bus.--business
calif.--california
catlg.--catalog-ing
catlgr.--cataloger
ch.--church
chf.--chief
chg.--charge
child.--children-ren's
circ.--circulation
clk.--clerk
co.--county
col.--college
comm.--commission-er
coord.--coordinator
d.--divinity
dept.--department
dir.--director
dist.--district
div.--division-al
doc.--document
econ.--economic-s
educa.--education-al
elem.--elementary
engr.--engineer-ing
exch.--exchange
ext.--extension
fict.--fiction
found.--foundation
fr.--free
gen.--general
govt.--government-al
grad.--graduate
hd.--head
h.--high
hist.--history-ical
indus.--industrial
ins.--insurance
inst.--institute-tion-al
instr.--instructor-tional
intermed.--intermediate
jr.--junior
jt.--joint
l.--library
lab.--laboratory
lang.--language-s
lit.--literature
ln.--librarian
med.--medical
mem.--memorial
mgr.--manager
mun.--municipal
ord.--order
p.--public
period--periodical
pres.--president
prin.--principal
proc.--processes-ing
prof.--professor
pt.--part
ref.--reference
reg.--registration
rel.--relations
rep.--representative
rm.--room
sch.--school
sci.--science
sect.--section
secy.--secretary
serv.--service-s
so.--southern
soc.--social
spec.--specialist
sr.--senior
stud.--student
subst.--substitute
supv.--supervisor-ing
tech.--technical-nology
temp.--temporary
trus.--trustee
typ.--typist
u.--union
univ.--university

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Wheeler, Evanne, project ln. Amador Co. L., Jackson. P, G.E.

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White, Mrs. Sophia, ln. Electrodata Div. Burroughs Corp, L., Pasadena. C, S.
Whitney, Geraldine M., hd. art ln. P.L., San Francisco. C, G.G.
Whitten, Benjamin G., ln. Whittier Col. L., Whittier. C, S.
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Wight, Barbara L., reg. inst. ln. Co. P.L., Los Angeles. C, S.
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- Y -

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May 28, 1959

Mr. Gene E. Gregg, President
Library Board of Trustees
Arcadia Public Library
25 North First Avenue
Arcadia, California

Dear Mr. Gregg:

As City Librarian of the Daly City Public Library, Mr. Chandler's work has been very satisfactory. We found him to be a straightforward person, honest in his dealings with everyone. He took hold of the position with determination and zeal and has carried forward our library to a better position than when he came.

He is a capable administrator, with a good grasp of library needs and requirements, and has handled the financial matters related to budget makeup and defense very ably. He is very conscientious and takes the responsibilities of his position very seriously.

We are in the midst of starting the erection of a new branch library building and Mr. Chandler has very materially helped in the selection of an architect and in preparing preliminary drafts and outlines for the building's use. He has prepared monthly reports of expenditures, circulation and book purchases. Mr. Chandler has increased our book stock and his book selections have been very good. He has shown good business acumen in the acquisition of a core book collection for the new branch library at greatly reduced cost.

Mr. Chandler has always been very pleasant and has participated in community public relations projects to help the library and expand its use by addressing meetings of the P.T.A., Lions and other service groups and of Friends of the Daly City Library.

He has had a fine relationship with the city officials and other city employees. He has gotten along well with his staff, though not on a personal friendship or intimate basis.

Even though I should not like to see Samuel Chandler leave our library, nevertheless I can endorse and recommend him without any reservations or hesitation for a position in which he can better his personal circumstances. Should he leave us, he will have left the Daly City Library in a better state to serve the community than when he came to us.

Any library Mr. Chandler will be head of will get the services of a first class librarian, one who knows librarianship and who is genuinely interested in the field.

Very sincerely yours,

Lionel Farber, Chairman
Daly City Library Commission

LF:as

ARCADIA PUBLIC LIBRARY

ARCADIA, CALIFORNIA

OFFICE OF
LIBRARIAN

May 13, 1959

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

Mr. Samuel C. Chandler has applied for the position of City Librarian with the Arcadia Public Library and has given your name as a reference.

Any information which you can give us concerning his character, personality, ability to handle administrative problems and to get along with other people will be very much appreciated.

Very truly yours,

Gene E. Gregg k

(Mr.) Gene E. Gregg, President
Library Board of Trustees

GEG/k

This Funny World

"I want something I'm too young to read."

9/18/57

PROPOSED RULES AND REGULATIONS OF THE CLASSIFIED SERVICE OF THE CITY OF DALY CITY (REVISED)

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Note: Revisions of sections of the previous edition are marked by asterisks. Double Asterisk (**) signifies various word revisions for grammatical clarity. Single asterisk (*) signifies a substantial change in meaning from the previous edition.

RULES AND REGULATIONS OF THE CLASSIFIED SERVICE

OF THE CITY OF DALY CITY

CALIFORNIA

RULE I

DEFINITION OF TERMS

The following definitions apply throughout these rules unless th context requires another meaning:

Sec. 1 APPOINTMENT: Shall mean the offer to and acceptance by a person of a position in the Classified Service through selection from an Employment List.

Sec. 2 APPOINTING AUTHORITY: Shall mean the officer or officers authorized by law or given the delegated authority to make appointments.

Sec. 3 APPLICANT: Shall mean a person who has filed an application to take a Civil Service Examination.

Sec. 4 BOARD: Used alone shall mean the Personnel Board of the City of Daly City.

Sec. 5 BULLETIN BOARD: Shall mean the official posting place for pu lic notices as prescribed by ordinance or resolution of the City Council.

Sec. 6 CITY: Shall mean Daly City.

Sec. 7 CITY COUNCIL: Shall mean the City Council of Daly City.

Sec. 8 CITY MANAGER: Shall refer to the City Manager of Daly City.

Sec. 9 CLASSIFIED SERVICE: Means all officers and employees of the City except those excluded under Ordinance 203 or amendments thereto or by these rules.

Sec. 10 COMPENSATING TIME OFF: Shall be time off with pay granted an employee in lieu of payment for overtime work in the amount equal to the overtime.

Sec. 11 DEMOTION: Shall mean a change in status of an employee from one position to another having lesser responsibilities, dutie and/or compensation.

Sec. 12 DEPARTMENT: Shall mean the Personnel Department of Daly City

Sec. 13 DEPARTMENT HEAD: Shall mean the individual who is designated the administrative head of a department or any activity of th City, whether the activity be a department or a separate bureau or division under the City Manager.

Sec. 14 DISMISSAL: Shall mean the termination of employment for cause by an authorized representative of the City.

Sec. 15 EMPLOYEE: Shall mean any officer or person holding a positi in the Classified Service.

Sec. 16 EMPLOYMENT LIST: Shall mean a list of names of all persons who have passed a competitive examination together with grad made in such examination arranged in descending order.

Sec. 17 EMPLOYMENT STANDARDS: Shall mean the general qualifications prescribed for the selection of an appointee to fill a vacancy.

Sec. 18 EXEMPT POSITION: Shall mean any position not included in the Classified Service.

Sec. 19*LAY OFF: Shall mean the termination of employment without prejudice because of material change in duties or due to shortage of work or of funds.

Sec. 20 MINIMUM QUALIFICATIONS: Shall mean the lowest acceptable degree of skill, education, abilities, and personal and physical characteristics which are prescribed for the selection of an appointee to fill a position vacancy.

Sec. 21*NORMAL WORK DAY: Shall be the number of hours worked in a twenty-four (24) hour period.

Sec. 22 OVERTIME PAY: Shall be payment granted an employee for overtime work in the amount equal to one-and-one half times the hourly rate of pay.

Sec. 23 OVERTIME WORK: Shall be defined as work performed in excess o a normal work day.

Sec. 24 ORAL EXAMINATION: Shall be a competitive examination administered orally.

Sec. 25 ORAL INTERVIEW: Shall be that part of an examination conducte by a competent board to evaluate the candidates' education, experience, and general qualifications pertinent to the position for which examined.

Sec. 26 PERMAMENT APPOINTMENT: Shall mean an appointment to a permane position after satisfactory completion of Probationary period as required by these rules.

Sec. 27 PERMANENT POSITION: Shall mean a position, the duties of whic do not terminate at any stated time.

Sec. 28 POSITION: Shall mean any employment in the Classified Service

Sec. 29 PROBATIONARY PERIOD: Shall mean the first six months of emplo ment for any position in the Classified Service.

Sec. 30 RECURRENT EMPLOYEES: Shall mean employees who are employed in seasonal positions or recurrent positions.

Sec. 31 RECURRENT POSITIONS: Shall mean positions which offer employment which is not continuous.

Sec. 32 RESIGNATION: Shall mean the termination of employment of an employee when by oral or written statement of the employee.

Sec. 33 SERIES: Shall mean a number of positions related to each othe by similar duties.

Sec. 34 TEMPORARY APPOINTMENT: Shall mean the appointment to any position in the Classified Service for which no Employment List exists.

Sec. 35 TEMPORARY POSITION: Shall mean a position, the duties of whic are not permament in nature.

Sec. 36 TRANSFER: Shall mean a change from one position to another in the same or similar class.

RULE II

DUTIES OF THE PERSONNEL BOARD

The duties of the Personnel Board shall be:

Sec. 1** To hold hearings to consider additions, revisions, and amendments to these Rules and Regulations and to formulate and submit recommendations to the City Manager for submission to the Council concerning same.

Sec. 2 To act in an advisory capacity to the City Manager on problems concerning personnel administration.

Sec. 3 To hear appeals as hereinafter provided by these Rules and Reg ulations and as prescribed by Ordinance 203 or amendments ther to when made by anyClassified Service Employee relative to any situation connected with his official employment status or con dition of employment. (See Rule XII)

Sec. 4* To hold public hearings and make recommendations to the City Manager for submission to the Council on the adoption or revis ion of the Position Classification Plan and on Salary Schedule and the City Attorney shall review, for legality, the recommendations of the Board before they are presented to the Council.

Sec. 5 To call for competitive examinations as prescribed hereafter.

Sec. 6 To promulgate Employment Lists resulting from such examination as prescribed hereafter.

Sec. 7* To secure such competent expert advice and assistance as may b needed in making special studies, surveys, and other research relevent to the administration of classified personnel. This section shall be subject to budgetary control of the Council.

RULE III

MEETINGS OF THE BOARD

Sec. 1 The Personnel Board shall adopt an order of business for conducting its meetings and shall meet regularly as prescribed by these Rules and Regulations.

Sec. 2 Special meetings may be held at the call of the Chairman or an three board members giving three (3) days' notice to all board members. In the event a special meeting is to be held, notice of the place and time of such meeting shall be posted on the Bulletin Board at least three (3) days prior to the meeting.

Sec. 3 Three members of the Board shall constitute a quorum for the transaction of business and no action may be taken by the Board unless it is concurred in and adopted by at least three members of the Board.

Sec. 4 All meetings of the Board shall be open to the public except those special meetings called for while sitting as a Board of Review to hear an appeal or petition from an aggrieved person or to discuss specific employees or hiring of specific individual, or to discuss salaries or wages of a particular employee or employees.

Sec. 5 The Board shall hold its regular meeting on the second Tuesday of each month at 8:00 P.M. in the City Hall unless the Board, by majority vote, selects another time and place of meeting. Announcement of such change in time and place will be posted at least five (5) days prior to the meeting.

RULE IV

DUTIES OF THE CITY MANAGER

Sec. 1 The City Manager, or his representative, shall attend the Boar Meetings, but he shall have no vote therein.

Sec. 2 The City Manager shall submit to the City Council with his comments and suggestions, the Board's recommendations for a position-classification and a wage and salary plan.

Sec. 3 After a Position-Classification Plan has been adopted or revised by the City Council, the City Manager shall allocate eac position in the Classified Service to one of the classes so established, placing in each class those positions which are substantially so similar with respect to difficulty of work, responsibility, and character of work as to require the same kind and amount of training and experience for proper performance and to merit equal pay.

Sec. 4 When new positions are created, when the duties and responsibilities of the existing positions change, or when the Classification Plan is amended, the City Manager shall allocate or reallocate the affected positions in the same manner as the original allocations were made.

Sec. 5 The City Manager shall require each Department Head to report to him, on forms approved by the Board, such information as h may deem necessary to make effective the purposes of the Clas fied Service.

Sec. 6 The City Manager shall cause each payroll to be checked befor he approves the same to determine the legality of employment and that each item conforms to Department records.

Sec. 7** The City Manager, upon the approval of the Personnel Board, shall prescribe and may, at any time, amend all or any part o the employment standards for any title included in the Classi fied Service of the City. Included in all statements of general qualifications, although not specifically set forth therein, shall be the general requirement of integrity, good judgment, and good character.

Sec. 8 In making temporary appointments, the minimum qualifications for a title shall be those prescribed by latest action of the City Manager and approved by the Board.

RULE V

DUTIES OF THE PERSONNEL CLERK

Sec. 1 Attend all meetings of the Board unless otherwise ordered by the Board.

Sec. 2 Prepare rules, revisions, and amendments thereof for submissi to the Board.

Sec. 3 Allocate positions to classes as directed by the City Manager

Sec. 4 Make salary surveys.

Sec. 5 Review all application forms for correctness of information and to notify applicants of their acceptance for the examination or disqualification for an examination.

RULE VI

APPLICATION FOR EMPLOYEMENT

Sec. 1 All applications shall be made upon official forms furnished by the Personnel Department, filled out as therein directed, and filed in the Office of the Personnel Clerk on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Sec. 2 Applicants taking more than one examination must file a separate and complete application for each such examination unless specified otherwise in the examination announcement.

Sec. 3 All applications and examination papers are confidential records of the Board and under no circumstances will they be returned to the applicants.

Sec. 4* *The City Manager may refuse to examine an applicant or may, after examination, disqualify such applicant or remove his nam from an Employment List, or refuse to certify any eligible nam on an Employment List if:

(a) He is found to lack any of the preliminary requirements announced for the examination for the class of position;

(b) He is so disabled as to be rendered unfit for the performance of the duties of the class;

(c) He is addicted to the use of narcotics or the habitual use of intoxicating liquors to excess;

(d) He has been convicted of any infamous crime or other crime involving moral turpitude;

(e) He has made a false statement of material fact in his application;

(f) He has directly or indirectly obtained information regarding examinations to which, as an applicant, he was not entitled;

(g) He has failed to submit his application correctly or withi the prescribed time limits;

(h) He has been dismissed from employment by the City for inefficiency, or delinquency, or misconduct;

(i) He has refused to take and subscribe to the (loyalty) oath or affirmation prescribed by Chapter 8, Division 4, Title of the Government Code of California.

Sec. 5 Unless otherwise specified by public notice, both men and women may apply for examinations.

Sec. 6 Applications shall not be accepted until an examination for th position sought has been announced except in the case of persons employed in temporary capacity pending examinations and i accordance with the provisions of these rules. Applications shall be marked with date and time received.

Sec. 7 Whenever an application is rejected, notice of such rejection with the reason therefor shall be given to the applicant in writing.

Sec. 8 Incomplete applications or defective applications may be amend ed at the office of the Personnel Clerk by the applicant prior to the date of examination. Incomplete or defective applications, at the discretion of the Personnel Clerk, may constitute disqualification.

Sec. 9 No person in any manner concerned in preparing, conducting, or holding an examination shall apply for such examination.

Sec. 10 No person shall be eligible to take an examination for a position unless he meets all qualifications within the time provided to file an application.

Sec. 11 The statements of training and experience are to be interprete as standards, and any reasonable equivalent combination may be accepted by the Personnel Clerk on the authority of the Board for admitting candidates.

Sec. 12 The Personnel Board may order the Personnel Clerk to procure from the applicants certified copies of affidavits to the fact of receiving any diploma, license, or any other accreditation or certification required to meet the requirements for the examination.

RULE VII

EXAMINATIONS

The purpose of all examinations shall be to determine the merit and fitness of each applicant.

Sec. 1 All examinations shall be free, competitive, and impartial and shall be suitable to test fairly the relative capacities of the persons examined to discharge the duties of the position to which they seek employment.

Sec. 2 The Board shall call for examinations to be held when advised by the Personnel Clerk there are existing or expected vacancies.

Sec. 3 The Board shall have prepared under its authorization, all examinations as prescribed under Section 8, Paragraph 12, Ordinance 203 or amendments thereto. The Board shall call upon other persons to draw up, construct, or grade examinations. Any special examiner who shall knowingly or wilfully neglect, refuse, or fail to grade applicants and/or examinations according to the rules, or who shall be guilty of fraudulant or improper conduct in connection with an examination shall be removed and disqualified from serving again as a special examiner and shall forfeit his right to compensation, if any.

Sec. 4 Public notices of the examinations shall be written or printed and shall be posted on the official Bulletin Boards of the City. Public notice shall be posted at least fifteen (15) days prior to date of examination and shall contain the following information:

(a) The title and rates of pay of the position to be filled.

(b) Some typical duties to be performed.

(c) Minimum qualifications required.

(d) Method of securing application forms and final dates on which applications will be accepted.

(e) The relative weights assigned to the various parts of the examination.

(f) The minimum passing score.

Sec. 5 The Board may order any examination postponed. The Personnel Clerk, at his discretion, may order any examination to be postponed for a period not to exceed thirty (30) days.

Sec. 6 No person shall be admitted to any test on an assembled examination after it has begun if any other applicant shall have left the examination room during such examination, nor shall more than one candidate be permitted to leave the examination room at one time during an examination.

Sec. 7 All applicants taking the written part of an examination will be notified immediately upon receipt of the test results by the Personnel Clerk either if they passed or failed in the written part of the examination. Candidates will be advised of the time and place for the oral examination. Those who passed the written part of an examination will be notified.

Sec. 8 Failure to pass an examination shall not constitute grounds for prohibiting a person from re-applying for that particular examination or any other examination when public notice of such examination is again posted.

Sec. 9 All persons who passed the written part of an examination must appear for the oral part. Failure to appear for the oral part will constitute failure of the examination.

Sec. 10 If a veteran earns a passing grade in an open competitive examination, an additional 5% shall be added to his grade.

Wives of those veterans who were crippled, wounded, or otherwi physically or mentally incapacitated to an extent preventing them from engaging in any remunerative occupation, and widows of veterans killed in time of war or hostilities while on acti duty in the service, shall be accorded the same preference credit as provided veterans. Proof that applicant is entitled to the preference defined hereinafter must be submitted before the examination to the Personnel Clerk. In case of promotiona examinations, veterans preference will not be allowed by the examining agency.

Sec. 11 The written part of an examination shall be scored before the papers have been identified. After the papers have been identified, a tabulation of the test results shall be made. The tabulation shall be made by using the percentage points determined by the examining agency and computing the results of eac applicant's examination in accordance with the weights for the several parts established for the examination as announced in the public notice.

(a) Unless otherwise provided in notices posted prior to holding the examination, the general average required for pass ing shall be seventy (70).

(b) All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure.

(c) All ties in final score shall be broken by priority of application.

Sec. 12 No examination shall be deemed completed until the grades and results thereof have been determined and an Employment List ha been promulgated therefrom.

Sec. 13 The Employment List shall state in writing the names of the successful applicants, in the numerical order in which they have been rated, giving their ratings and any other data deeme pertinent for the purpose.

Sec. 14 After reviewing the results of an examination and before promulgation, the Board shall have the power to approve or reject the examination. If the examination is approved, the Board shall promulgate an Employment List therefrom. If the examination is rejected, no Employment List shall be promulgated therefrom and the Board may order another examination to be given.

Sec. 15 Promotion in the Classified Service shall be based on competitive examination and records of efficiency, character, conduct or any other generally accepted qualification deemed necessary or reliable in obtaining a passing grade. Lists shall be created and promotion made therefrom in the same manner as prescribed for original appointment. Whenever practical, vacancies shall be filled by promotion. The rules governing promotional examinations shall be the same as those governing original entrance examinations except as herein provided. (Se Rule VIII, Sec. 1).

Sec. 16 The City Manager, with the approval of the Board, shall determine whether examinations for any higher position shall be a promotional examination or an open examination.

Sec. 17 Examinations for the creation of Promotional Employment Lists for higher positions in the Classified Service shall be define as follows:

(a) Interdepartmental Promotional - open to all eligible employees, or

(b) Departmental Promotional - limited to eligible employees of the department embracing the position for which the examination is given.

Sec. 18 No promotional examination shall be given unless four or more employees have filed, except when specifically approved by the Board who shall have the authority to approve a minimum of three persons for a promotional examination.

RULE VIII

EMPLOYMENT LIST

Sec. 1 A new Employment List shall be created for a stated position c group of positions only when there is no suitable list existing or when a Promotional List is desired or when the existing list from which certification is to be made is soon to expire or is likely to be exhausted.

Sec. 2 Employment Lists shall remain in effect for one year from the date of promulgation but may be extended for additional perioc of six months or less by action of the Personnel Board; howeve such extension may not exceed a total of one year.

Sec. 3 If less than three (3) eligibles remain on an Employment List, they shall be certified to the requesting Department Head who shall interview them prior to requesting certification from a new Employment List.

Sec. 4 Whenever the Board is notified that proficiency in a special subject is needed in the position to be filled, it may ascertain the names of all those on the list who possess such qualifications and shall certify them in order of their standing, or shall, at its discretion, conduct a new examination.

Sec. 5 The Personnel Clerk shall canvass the existing Employment List to determine availability of eligibles before certifying a lis to a Department Head who has submitted a requisition for personnel.

Sec. 6 * The Personnel Clerk may remove any person from an Employment List who is not available for appointment or who fails to respond within five (5) days, exclusive of Saturdays and Sundays to a written notice by registered mail to the address on the application, to appear for an interview regarding an appointment, or who fails to report for duty at the designated time. This shall not apply to any position other than that for whic an Employment List exists.

Sec. 7 Any person whose name is thus stricken from an Employment Lis shall be notified by mail of action taken. He may write to the Board requesting reinstatement and the Board, upon receiving such communication, may in its discretion, restore his nar either to its former relative position on the Employment List or at the end thereof. No person shall be reinstated to a valid Employment List unless he provides the Board with valid reasons in writing for his refusal, neglect, or failure to appear or report.

Sec. 8 The Personnel Clerk may also remove the name of an eligible from an Employment List:

(a) For any of the causes as set forth herein.

(b) On evidence that the eligible cannot be located by the postal authorities.

(c) On receipt of a statement from the eligible declining an appointment and stating that he no longer desires conside ation for a position with the City.

(d) If three offers of a probationary appointment to the clas for which the Employment List was established have been declined by the eligible.

Sec. 9 If an Employment List is used for several departments, a refus to accept a position in one department shall not preclude certification to a similar position in another department.

Sec. 10 Whenever a person accepts a permanent appointment to a positi his name shall be removed from the Employment List for such position.

Sec. 11 Any person having received an appointment on probation and who during such probationary period has been separated from the se vice without evidence of delinquency, misconduct, or inefficie cy on his part, may in the discretion of the Board, be restore to his original position on the Employment List. Upon the expiration of a military vacancy any person having been appointe to fill such vacancy from an Employment List shall have his name restored thereto or to the next Employment List like the one on which his name previously appeared and in the place corresponding to his general average in the examination, excep where he has voluntarily resigned from the City Services or ha been dismissed therefrom for cause.

Sec. 12 All recurrent Employment Lists shall be revised at least once each year. The Lists shall be revised by rearranging the name: thereon in the order as shown by the Department's rating of service, the employees appointed from the oldest list shall rank first - in the event both employees have the same rating and the same length of service, the employee who ranked highes on the oldest Employment List shall rank highest on the Recurrent List. A Recurrent Employee shall work a minimum of five (5) days in every calendar year to retain Classified Service status.

RULE IX

CERTIFICATION AND APPOINTMENT

Sec. 1 When a vacancy occurs in a department, the Appointing Authorit; shall request, on forms furnished by the Personnel Clerk, certification of eligible persons from an Employment List for suc position.

Sec. 2 Upon receiving a certification, the Appointing Authority shall interview those individuals certified, and/or review their application forms, or other material relevent to the appointment.

Sec. 3 The Appointing Authority may reject any name certified on the Employment List by submitting to the City Manager in writing the reasons therefor.

Sec. 4 If an Appointing Authority rejects a certified name three times for the same position such name shall be removed from the Employment List by the Personnel Clerk.

Sec. 5 The number of names certified shall exceed the number of position vacancies indicated by the requesting department by two.

Sec. 6 Certification shall be by the order by which names appear on a Employment List.

Sec. 7 In the event an Employment List contains fewer than three names the City Manager shall approve its certification or may make a temporary appointment until such time as three names are certified, provided such temporary appointment does not exceed six (6) months' duration.

Sec. 8 Persons hired on a temporary appointment shall be notified in writing, on forms furnished by the Personnel Department, that such appointment is of a temporary nature and does not entitle them to preference for or right to a permanent position. Original notification shall be signed by the employee and returned to the Personnel Department.

Sec. 9 Persons appointed on a temporary basis shall not be entitled to vacation time or sick leave privileges.

Sec. 10 In event such temporary employees are required to be on duty by special regulations pertaining to their position on days declared holidays, they shall receive compensating time off - such time to be taken within sixty (60) days of the time worke

Sec. 11 The duration of time in which a person is employed in a temporary position shall not be counted as part of the probationary period if that person receives a probationary appointment

Sec. 12 Final appointment to any position of employment is contingent upon the eligible individual's ability to pass a medical examination administered by a licensed physician commissioned for such service by the City.

Sec. 13 In the event that actual date of appointment falls on a holida the appointee shall not be entitled to compensation if he does not work.

RULE X

TRANSFERS AND PROMOTIONS

Sec. 1 The City Manager may authorize the transfer of an employee fro one position to another of the same class and character of wor and where the same general type of examination is given for entrance to such a position.

Sec. 2 Transfers from one department to another department having a different jurisdiction or different functions shall be done only with the consent of both Department Heads involved unless such a transfer is ordered by the Council or City Manager for purposes of economy or efficiency.

Sec. 3 No person shall be transferred to a position for which he does not possess the minimum qualifications.

Sec. 4 The City Manager shall refuse to transfer any employee when he finds upon investigation the transfer is requested:

(a) With intent of forcing or causing an employee to resign, o

(b) Because of political or other improper interference or influence.

Sec. 5 Recurrent Employees shall qualify for transfer to permanent employment by competitive examination. Seniority accrued in recurrent employment is applicable for continuous service in the same class.

RULE XI

LAY OFF AND REINSTATEMENT

Sec. 1** The City Manager, upon approval of the Board, may lay off any permanent employee without prejudice because of lack of funds or curtailment or lack of work. Such lay off shall be made or a basis of seniority within a class. Any employee who has been separated under these conditions may be reinstated within six months of the date of separation to the same position or to any other position to which he would have been eligible to transfer. Any permanent employee who has been demoted under provisions of this paragraph may be reinstated to his former position or to any position to which he would have been eligible to transfer provided there has been no break in his

service with the City and reinstatement is made within six months from the date of demotion. Leave of absence shall not constitute a break in service.

Sec. 2 To be effective a reinstatement must have the approval of the Department Head, the City Manager, and the Board.

Sec. 3 Temporary appointments shall not constitute a reinstatement and shall not stop the duration period for permanent appointment.

Sec. 4 All rights acquired by a permanent employee who has been separated shall be restored except for such accrued vacation time for which he has already been paid.

Sec. 5 Employees granted military leaves of absence from the Classified Service shall be reinstated thereto as provided in Chapter 7, Part 1, Division 2 of the Military and Veterans Code of California (sec. 389 et seq).

Sec. 6 If the Board determines that a veteran returning from a military leave is not entitled to reinstatement to his former position as provided in said Military and Veterans Code because of being physically disabled and it also determines tha such veteran is able to perform the duties of a position in the same department or in another department of the same or a lower classification, the Board may approve his reinstatement to a position in such classification provided he submits a written request to the Board, and the Department Head involve and the City Manager recommend the reinstatement. A medical examination to determine limitations of duties shall be given at City expense and such examination will be reviewed by the Board prior to its determination.

RULE XII

HEARINGS

Sec. 1 Any employee in the Classified Service shall have the right t appeal to the Board to determine his status under the Classification Plan. Such an appeal shall be made in writing and set forth:

(a) Statement of his Classification.

(b) Complete statement of duties performed by him for the past sixty days and the length of time performing each of said duties.

(c) Statement of Classification claimed and reasons therefor.

Sec. 2 Any employee in the Classified Service shall have the right t appeal to the Board relative to any situation connected with his working conditions. Such an appeal shall be made in writing and set forth:

(a) Brief statement of exact condition or conditions as to which complaint is made.

(b) Date condition or conditions were drawn to the attention of the head of his department, and

(c) What action, if any, the Department took or any reason given for refusing to act.

Sec. 3 Any employee in the Classified Service, except a person who is serving his Probationary Period, shall have the right to appeal to the Board any situation affecting his employment status as prescribed under Section 6, Ordinance 203 or amendments thereto.

RULE XIII

PROBATIONARY PERIOD

Sec. 1 After passing an examination and accepting appointment, all employees in the Classified Service shall serve a period of probation beginning on the date of appointment. Such period shall be for the purpose of determining the employee's abilit to satisfactorily perform the duties prescribed for the position and determining his ability to work with other employees (See Rule XVI, Sec. 12).

Sec. 2 The Probationary Period shall be for six (6) months.

Sec. 3 During the Probationary Period an employee may be rejected at any time by the Appointing Authority without the right of appeal.

Sec. 4 On determining that a probationary employee's work is not satisfactory, the Department Head shall notify the City Manager in writing of his intention to terminate the employee On receiving approval from the City Manager, the Department Head shall notify the employee of his rejection.

Sec. 5 Any employee rejected during the Probationary Period following a promotional appointment shall be reinstated to the position from which he was promoted unless charges are filed and he is discharged in the manner provided in Ordinance 203 or amendments thereto.

Sec. 6 The Probationary Period shall not include the time served under any temporary appointment.

Sec. 7 Permanent appointment shall begin with the day following the expiration date of the Probationary Period.

Sec. 8 The serving of a Probationary Period shall not of itself prevent an employee from being promoted to a position in a higher class provided he is certified from the appropriate Employment List for such higher class of position in accordance wit these rules. If an employee is promoted in this way during a Probationary Period, the Probationary Period for the class of position to which he is promoted shall begin with the date of appointment to the promotional position.

RULE XIV

SALARIES AND OVERTIME

Sec. 1 All salaries for officers and employees in the Classified Service shall be fixed by a salary schedule. Such schedule shall be established by resolution adopted by the Council upon recommendation of the Personnel Board and may be changed or amended by the Council from time to time.

Sec. 2 Each position in the City's Classified Service shall be assigned a schedule number in accordance with the normal initial compensation of such office of employment as shown in the Salary Schedule.

**(a) The first step of the Salary Schedule of the particular job classification shall apply to employees upon origina appointment. However, the City Manager, upon the approv al of the Personnel Board, may appoint at other than the first step if it is found it is not practical or possibl to recruit qualified personnel at the first step.

(b) When an officer or employee is advanced from one positio to another of a higher level, he shall receive not less than the equivalent of a one step increase and shall

carry the same anniversary date to the new position. The step seniority carried forward shall not exceed twelve (12) months.

**(c) Whenever a person is appointed to a permanent position at a step on the Salary Schedule for that position which is higher than the first step of that salary schedule, all other persons previously employed in the same position shall be advanced to that same step of the Salary Schedule as the entering employee and shall retain their original anniversary date.

Sec. 3 Every officer and employee shall be eligible for advancement to the next higher step number, if any, whenever he shall have been classified in his current step number for one year and his performance meets the requirements for such advancement. (See Rule XVI, Sec. 12).

Sec. 4 The City Manager or his authorized representative shall review the recommendations of the Department Head submitted on a form approved by the Board and either approve or disapprove the advancement and shall have the Personnel Department notify the employee in writing of his action.

Sec. 5 In the event of a denial of advancement, the employee shall have thirty (30) days in which to file an appeal with the Personnel Board stating reasons why he believes he should be granted the advancement. The Board shall afford the officer or employee a hearing and certify its findings to the City Manager.

Sec. 6 Failure to receive a salary increase as herein provided shall not preclude any officer or employee from thereafter receiving such increase.

Sec. 7 Whenever the work week for any office or employment consists of one of the following, the basic 40 hour week salary for such office or employment shall be adjusted as hereinafter indicated:

(a) A 40 hour work week with no time off for holidays, add one schedule.

(b) A 44 hour work week with holidays, add two schedules.

(c) A 45 hour work week with no time off for holidays, add three schedules.

(d) A 48 hour work week with time off for holidays, add four schedules.

(e) Police Inspector Assignment, add two schedules.

(f) Motorcycle Assignment, add $15.00 per month.

(g) Rangemaster Assignment, add $30.00 per month for duties performed out of regular work hours.

Sec. 8 The following state the conditions which determine if overtime pay or compensating time off shall be granted for overtime:

*(a) When an employee is called to work on a regular non-work day, he shall be granted overtime pay for the time worked.

*(b) Employees working in excess of their normal work day shall be granted overtime pay for the time worked.

(c) Whenever an employee is called back to work for less than two (2) hours, he shall receive a minimum of two (2) hours overtime pay.

* (d) If an employee's normal work day is less than eight (8) hours, compensation for overtime will be made at the regular rate of pay up to eight hours and at the overtime rate for work over eight hours.

Sec. 9 Whenever Saturdays, Sundays, or both are included in the five consecutive days fixed and determined by the City Manager as the work week of any officer or employee in the Classified Service of the City, any work performed during normal working hours shall entitle such officer or employee to compensating time off for any holiday which occurs on the second day off immediately following a work week. (See Rule XIV, Sec. 1).

Sec. 10* Whenever miscellaneous employees are granted a holiday, those police and firemen working that holiday as part of their regular work schedule will be given a day off in lieu of the actual holiday.

Sec. 11 Mandatory in-service training shall not constitute overtime; however, if mandatory training is requested by a Department Head and it is not feasible to conduct such training during regular working hours, employees engaging in such training shall be given compensating time off for time spent in such programs. The final decision on initiating any in-service training on other than regular working hours shall be made by the City Manager.

Sec. 12 No compensating time off or payment of any sort shall be made for overtime work of less than fifteen (15) minutes duration which is performed immediately following the regular hours of work.

Sec. 13 A Department Head may grant accrued time off to an employee upon written request from the employee. Such time off must be taken within sixty (60) calendar days of the time accrued.

Sec. 14 In order to be eligible to receive compensating time off, all overtime in lieu of pay must be reported to the Department of Finance on forms provided by that Department.

Sec. 15 Any dispute or question of fact as to what time or times are normally required for the employment of any officer or employee shall be decided by the City Manager and his decision shall be final.

Sec. 16 Department Heads and Assistant Department Heads shall not be eligible for overtime pay.

Sec. 17 Any employee who tenders his written resignation from the Classified Service of the City, or who is laid off for lack of work or funds, or who is terminated for purposes of efficiency, or who withdraws from active service of the City with a retirement allowance granted under the provisions of the State Employees' Retirement Law, who has performed compensable overtime work and who, upon the effective date of such resignation, lay-off, or retirement, has not been compensated for such work, shall be paid for such overtime work on the basis of the salary being received by him at the time of termination of his employment provided he makes written application for such overtime and such application is approved by the City Manager before the resignation, lay-off, or retirement of the employee becomes effective. Such overtime payments shall not be approved for more than twenty (20) working days less any compensating time off during the same calendar year. In the case of any employee whose service is terminated by his death, such payment may be made to the person who would be entitled thereto by law, upon the written application by such person and approval of the City Manager.

RULE XV

LEAVES OF ABSENCE

Sec. 1 An employee who desires a Leave from work without pay shall file a written request with the Appointing Authority on forms

provided by the Personnel Department, stating the title of hi position, the beginning and ending dates of the requested leave, and a full statement of the reasons for such request. The Appointing Authority may grant or deny such leave for a period not to exceed one work day. Request for additional leave must be submitted in the same manner to the City Manage who may grant a maximum of one (1) calendar month without pay Request for leave of absence for a period greater than one (1) calendar month shall be submitted to the Board.

Sec. 2 Sick leave shall not be considered as a right which an employ may use at his discretion but shall be allowed only in case of necessity and actual sickness or disability.

Sec. 3 Absence without prior approvel for not less than one day nor more than four days during any calendar year shall be sufficient grounds for suspension without pay. An absence without prior approval for five days or more during any calendar year shall be sufficient grounds for dismissal.

Sec. 4 * Sick Leave with pay shall accrue at the rate of twelve (12) working days per year. Unused Sick Leave may be accrued for succeeding years up to a maximum of ninety (90) working days; however, absence from the Fire Department from one (1) workin shift shall constitute two days absence.

Sec. 5 For the purposes of computing sick leave, the minimum sick leave chargeable will be two working hours.

Sec. 6 Whenever any City employee who is not a temporary employee is disabled by injury or illness arising out of and in the cours of his duties, he shall become entitled, regardless of his period of service with the City, to a leave of absence while so disabled without loss of salary, in lieu of temporary disability payments under Workmen's Compensation for a period o not exceeding one (1) year. All payments to which the employ is entitled by virtue of insurance of the City, the payments which the insuror would be obligated to make as disability indemnity to the employee, the insuror must pay to the employer. This rule refers to temporary disability only.

Sec. 7 On taking sick leave time, the employee shall notify his Department Head either prior to, or within one-half ($\frac{1}{2}$) hour after the time set for beginning his daily duties, or the time specified by his Department Head.

Sec. 8 When an employee is absent more than three consecutive working days, he shall file a physician's certificate or persona affidavit stating the cause of such absence with the Personnel Clerk.

Sec. 9 The Appointing Authority may require an employee returning after a leave of absence to pass such medical examination as deemed satisfactory for reinstatement.

Sec. 10 If an employee has not recovered by the time he has exhauste his accumulated sick leave, the City Manager may grant him a sick leave without pay.

Sec. 11 The Appointing Authority shall revoke pay and sick leave tim if the employee is not in fact sick or if he has engaged in private or other public work while on such sick leave.

Sec. 12 A maximum of three days sick leave may be taken for deaths occuring in the immediate family. Payment for time off will be subject to formal request to the Appointing Authority by the employee who shall state in his request the relationshi of the deceased. For purposes of this rule, immediate famil is defined as: wife, husband, son, daughter, brother, siste father, mother, father-in-law, mother-in-law, and grandmothe or grandfather.

Sec. 13 No leave of absence shall be granted, and if granted, shall be revoked where the Board determines after an investigatio

instituted upon its own motion or upon complaint of any resident of the City that the request for such leave of absence was for any of the following purposes:

(a) Of accepting private employment.

(b) Of enabling the employment of a temporary employee in the same position.

(c) Because of political pressure or other improper influence or

(d) For a purpose contrary to the good of the Classified Service.

The order revoking such leave of absence shall specify the effective date thereof and the employee shall be informed of the contents of such order forthwith.

Sec. 14 An employee may be absent on Military Leave as authorized in Section 395 through 395.8 of the Military and Veterans Code of California. The employee shall furnish to the Appointing Authority satisfactory proof of his orders to report for duty and of his actual service pursuant to such orders. He shall be returned to City Service thereafter as provided in said Code.

Sec. 15 Upon the expiration of any leave, the employee shall be returned to the same class of position or to any position to which he had been eligible to transfer at the time his leave of absence was granted.

Sec. 16 Sick leave shall continue to accrue while an employee is on vacation or while on sick leave.

RULE XVI

STANDARDS OF EMPLOYMENT

Sec. 1 The work week shall be considered as beginning at 12:00 midnight Saturday and ending at 12:00 midnight Saturday; however the City Manager with the approval of the Board may change th work week for any Department. Schedule of hours of employmen shall be established by the City Manager with the approval of the Personnel Board.

Sec. 2 Employees shall be in attendance at their work during the regular hours of work and shall not absent themselves during working hours for any reason without the prior approval of the Department Head.

Sec. 3 ** All Department Heads shall prepare and submit to the Department of Finance daily attendance records of employees on the forms prescribed by the City Manager.

Sec. 4 Legal holidays observed by City employees shall be those set forth in Chapter 7, Division 7, Part I of the Government Code of California (Sec. 6700 et seq.); except such employees as are otherwise required to be on regular duty by special regulations. Where public necessity and/or convenience requires it, the City Manager may, by written order, require such employees as he may designate therein to work on any or all said holidays.

Sec. 5 All employees holding permanent full-time positions in the City shall be entitled to two calendar weeks with pay for vacation time. Such time shall be granted after the date establishing an employee's full calendar year of employment. Policemen and Firemen shall be given fifteen (15) consecutive days with pay for vacation after the date establishing their full calendar year of employment.

Sec. 6 Vacation time is to be taken upon the approval of the Department Head at a time that will not interfere with the operation of the Department.

Sec. 7 Upon receiving approval of the Department Head and the City Manager, an employee may accrue one year's vacation time earned in one year to be taken in the succeeding year consecutively with the vacation time earned for that year. Such time is to be taken at the convenience of the Department.

Sec. 8 Where an employee is promoted from one classification to another and required to serve a probationary period, he shall be entitled to vacation time in accordance with these rules.

Sec. 9 Employees shall be entitled to an additional day or days for a holiday or holidays which fall in their vacation period when such holiday would fall on a regular work day if the employee had not been on vacation.

Sec. 10 *Employees who have completed seven (7) years of continuous service shall be allowed an annual vacation of three (3) calendar weeks with pay and employees who have completed fifteen (15) years of continuous service shall be allowed an annual vacation of four weeks vacation with pay.

Sec. 11* No full time employee shall hold another full time position outside the Classified Service nor shall he hold any position which is not compatible with his position in the Classified Service, ncr shall he receive compensation for any other position held in the City except those City Employees other than members of the full time Fire Department who are serving as members of the Volunteer Fire Department at the time of the adoption of these rules.

Sec. 12 Except for employees serving their Probationary Period, all employees in the Classified Service shall have their performance evaluated annually by the Department Head or by an officer given the authority by him. The Department Head shall review the findings of the evaluation with the employee before forwarding his recommendations to the City Manager.

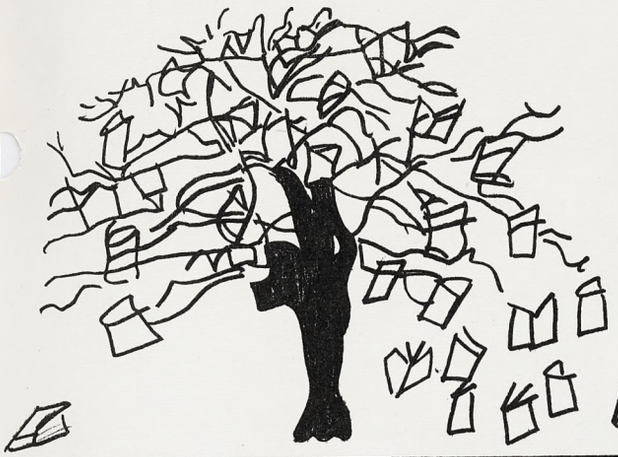
(a) The City Manager or an official authorized by him shall review the evaluation in order to determine if the performance of the employee warrants discharge, continuation of service, or continuation of service with an increase in salary.

(b) Employees serving their Probationary Period shall have their performance evaluated in the same manner as prescribed for permanent employees in the Classified Service except they shall be denied any right of appeal as prescribed herein. Probationary Employees shall have their performance evaluated upon the completion of their first three months of service and again prior to the conclusion of their Probationary Period.

Sec. 13 As a prerequisite for employment, all appointees shall be fingerprinted and their identification verified by the Police Department.

Sec. 14 The Personnel Board shall recommend to the City Council for its adoption, a Retirement System for members of the Classified Service.

Sec. 15 Persons employed on a Permanent Appointment prior to six (6) months of the adoption of these rules shall be subject to these rules thirty (30) days after their adoption.



Books and Branches of the San Mateo County Free Library

N.S. Vol. 5 Redwood City November-December 1958 No. 6

This Could Happen Only in America

"I need a book; a book that may be found only in the Library of Congress, or maybe in the Library of Harvard University. And so I call up the Charlotte Public Library, and ask for either Mr. Galvin or Brockman. I tell him what I want and where I think it may be found and within a week or ten days the book or the document is delivered to me on a two-week loan. I can renew it if I give them a few days' prior notice, and thus the facilities provided by my city in the South are expanded through cooperation with the facilities and treasures of the whole of America, and merely for the asking. They all combine to make available to me the sum total of all of human thought and experience; at no cost whatever."

From "Only in America" by Harry Golden.

Future Dates & Events of Interest

January 15	PLECC Meeting, 3 p.m., Oakland Public Library
January 20	Book Selection Meeting
January 22	Cooperative Book Evaluation Meeting, 9 a.m., San Mateo Public Library
February 5	Peninsula Library Association, 9 a.m., San Mateo Public Library. Discussion of cost analysis, specifically as related to Cataloging & processing.
February 12	Lincoln's Birthday. Holiday.
February 19	ACL Institute - San Francisco.
February 22	Washington's Birthday. Holiday - Libraries closed Monday, February 23, Legal Holiday.
February 26	Branch Meeting, 9:15 a.m. - place to be announced.

March 21-26	State Library Workshop, Sacramento.
April 9	Centennial of publication of first issue of San Mateo Gazette, first newspaper published in San Mateo County.
April 11	CLA, Golden Gate District Meeting - place to be announced.
April 12-18	National Library Week.

Great Decisions ... 1959

The County Library is again cooperating with other community agencies to publicize and support this discussion program on foreign affairs and foreign policy. Discussion groups are now being organized and meetings will start the first week in February. Most of the branches have received posters and brochures describing the program. The Fact sheets which serve as the basis for discussion will be distributed very soon. You may wish to post these each week as additional publicity for the program, but the kit of fact sheets should ultimately be retained in your pamphlet file since they contain much useful information on foreign policy. Mrs. Cox is checking the bibliography of supplementary reading for the program and copies of the bibliography, (marked to indicate our holdings) will be sent to you in the near future. Unfortunately we find that we have very few of the books on the bibliography.

We will also send you a list of "town chairmen." Anyone interested in starting, or joining, a discussion group should be referred to the local town chairman for further information.

Public Library Commission Report

Many of you will remember our interest in the 1957 legislation creating this commission. The Commission's assignment was to "study and investigate the organizational structure of all public libraries in this state, their operations and needed improvements to make their services available to all members of the public, and methods of financing public libraries with particular reference to whether there is a need for state participation in such financing in view of their relationship to the educational program."

The Report and tentative recommendations of the Commission were presented at the CLA conference in Long Beach. On November 19 the Report was discussed at the PLECC meeting in Palo Alto. A panel of Bay Area Librarians representing different sizes and types of public libraries reported on what the proposed recommendations would mean for their respective libraries.

On December 16 the Public Library Commission held a public hearing in San Francisco at which there was further discussion of the proposed recommendations. Miss Ross, Mrs. Adams and Mrs. Rosenstiel (of the San Carlos

Library Committee) attended this hearing. Mr. Morales of the Menlo Park Library, Miss Kraus of the Daly City Library and Mrs. Hanselman, Daly City Trustee, also attended, as did a number of Librarians and Trustees from other Peninsula libraries.

The data of the Commission's reports show clearly that small independent public libraries do not have the resources of library materials, trained staff, money and buildings to meet broad educational objectives. The tentative recommendations accept the "system" concept. Three kinds of systems are proposed:

(a) A one-library system where a single library serves a population of over 100,000 population and is strong enough to meet minimum standards of service;

(b) A multi-jurisdiction system where one or more library jurisdictions contract with a single jurisdiction to operate the entire multi-jurisdiction library, or merge into a single system;

(c) A cooperative system where two or more library jurisdictions agree through formal contracts to cooperate. This latter system gives wide latitude to the cooperating libraries and permits a variety of arrangements developed to meet local needs. (The basis for such a form of cooperation already exists in the San Mateo County Library in our service to Daly City and Menlo Park.)

The Commission report proposed that State financial aid be made available to supplement the resources of the local jurisdictions and encourage the formation of systems. The types of aid proposed in the tentative recommendations are:

(a) Establishment grants of $10,000 for each of the first two years for each library jurisdiction which joins with another to form a "system."

(b) Per capita grants to each library jurisdiction in a system meeting minimum standards. These per capita grants are highest in the low population density systems and lowest in the highly populated systems. For San Mateo County, the per capita grant would be 15¢ per capita.

(c) Payments to selected public libraries which serve as regional resource centers in specified subject and types of material.

(d) Token aid to the extent of $200 worth of current non-fiction annually for library jurisdictions which do not meet standards.

The Commission will present its reports and final recommendations to the Governor this month, and bills must then be presented to the Legislature to implement the recommendations. This will be another important legislative year for libraries, and we will keep you informed of developments.

CLA CONFERENCE in Long Beach, Oct. 28--Nov. 1

We have been so slow in preparing this issue of Books and Branches that the CLA Conference can no longer be considered a news item. However it was a pleasant as well as an important conference, and we would not want to miss reporting on the highlights of the Conference.

Miss Ross attended the County Librarian's conference October 27 and 28. Topics discussed included plans for County Library Headquarters' Buildings, work simplification, and reports on the Library Act demonstration projects. Mr. Greenaway, President of the American Library Association and Librarian of Philadelphia, reported on the recent survey of Pennsylvania Public libraries--a topic of special interest because of the Public Library Commission's survey of California libraries.

Mrs. Lanzara and Miss Ross attended the CLA Conference as representatives of the County Library. Other staff members who attended were: Mrs. Brown, Mrs. Garthwaite, Mrs. Goodart and Mrs. Gallagher. I felt that it was one of the best CLA meetings I had attended and many other people expressed the same opinion. Some of the outstanding events were the talk by historian Allan Nevins on "Culture and Reading in America;" a talk by Emerson Greenaway on the public library as a research facility; the delightful performance of folk singer Sam Hinton; the luncheon sponsored by the Young People's Round Table featuring talks by foreign and American exchange students; the pleasant evening of poetry and jazz with Langston Hughes and the Ralph Pina combo. Dr. Wight, Research Director for the Public Library Commission, submitted his report on the findings and tentative recommendations of the Commission at the Fifth General Session of the Conference. At the Trustees Section meeting, Patrick Henry reported on his findings in a study of the legal basis and government of public libraries in California; a study which was made as a part of the Public Library Commission Survey.

The Long Beach Public Library provided a tour of their Branch Library buildings--a wonderful opportunity to see some outstanding examples of library buildings.

Miss Ross attended a follow-up meeting of the Workshop on Standards for Children's Service. Tentative standards have been drafted, but further work is being done by a committee headed by Jean Bishop, Children's Librarian of the Richmond Public Library.

It was a busy, but most rewarding conference.

CLA Membership. This is the time to join the California Library Association, or renew your membership. All staff members are welcome in CLA. In addition to the sections (Public Libraries; Children's and Young People; College, University and Research Libraries and Trustees), there are a number of Round Tables covering areas of special interest such as Work with Young People, Staff Organization, Reference Service, and Audio Visual. The "California Librarian," official publication of CLA is sent to all members and gives accurate, timely information. Membership blanks are available from Miss Bent, and I would like to urge you to join.

1959/60 Budget

It scarcely seems possible, but we are once again in the midst of budget preparation. Mrs. Mathison has notified all branches to report on their needs for furniture and equipment, if there is any question regarding these we will be getting in touch with you. Our schedule of deadlines for the Budget is as follows: Salary Budget due February 15; Complete Budget and Statement of Justification due March 1.

ACL Meeting

On February 19 the Association of Children's Librarians of Northern California is holding its annual Institute at one of the new branches of the San Francisco Library close to Stonestown. It will be a "Meet the Author" program, to give the Bay Area Children's Librarians and their guests a chance to meet local authors of children's books.

The meeting is scheduled to start at 10 a.m., with luncheon at Rickey's. Arrangements are being made to use the Emporium auditorium in the shopping center for the afternoon.

If any of our Branch people would like to go, and can make arrangements for substitutes, will they let Barbara Bent know? Also let Headquarters know if transportation is needed.

Meetings Attended

September 29. Mrs. Catherine Goodart, Bookmobile Librarian, attended the Westview PTA meeting and talked about the Bookmobile service and schedule in the Westview area.

November 6. Mrs. Garthwaite--Hayward Library Assistants from Hayward Elementary Schools.

November 7. Mrs. Garthwaite--O'Connor School, East Palo Alto, 6th grade, creative writing and stories.

November 10. Miss Ross attended meeting to plan PLECC meeting on Public Library commission report.

November 12. Miss Ross--meeting with San Carlos officials to discuss proposed library building for San Carlos.

November 13. Mrs. Garthwaite--ACL in San Francisco.

November 17. Miss Ross--Menlo Park Library Trustees.

November 17. Mrs. Garthwaite--Woodside School, creative writing and stories.

November 19. Hillview School PTA. Panel discussion--Effects of TV on Children. Mrs. Garthwaite was on the panel with Dr. Jessop of Stanford Medical School and the Publicity Director of KQED.

Meetings Attended (cont.)

November 20. North County Conference, Daly City. Mrs. Alyce Mackin attended this conference as the County Library's representative. The conference was sponsored by the Board of Supervisors, the County Development Association and the County Advisory Planning Board to consider the future of the North County area: i.e., the area from Burlingame to San Francisco. Subjects discussed included the San Mateo County Master Plan for this area, highway programs, flood control, future industrial development and agriculture. Mrs. Mackin reports that this was an extremely interesting and significant meeting. Material from this conference will be sent to you for your pamphlet file.

November 20. Public Library Executives of Central California. Miss Ross, Miss Bent, Mrs. Brown, Mrs. Cox, Mrs. Mathison and Mrs. Garthwaite attended. Discussion of Public Library Commission recommendations.

November 24. San Carlos City Council--Miss Ross, Mrs. Adams.

November 25. Mrs. Garthwaite--Family and Child Welfare Division of San Mateo Community Council.

December 3. Peninsula Librarians' Association. Mrs. Brown was one of the speakers at this meeting which was devoted to a detailed presentation of cataloging practices of three local libraries: Palo Alto Public, San Mateo City, and San Mateo County. Miss Ross and Mrs. Clegg attended.

December 5. Documents Workshop, Oakland Public Library: The meeting was divided into three study sections to discuss government documents in the areas of United Nations; subject bibliographies and Maps. Mrs. Braasch, Mrs. Cox, Mrs. Lanzara, Mrs. Mackin and Mrs. Smithson attended.

December 5. CLA Regional Resources Coordinating Committee, Stanford University, Miss Ross.

December 11. Mrs. Garthwaite--ACL Christmas program.

December 12. Mrs. Garthwaite--Pescadero Library, Christmas stories for Pescadero school children.

December 12. Exploring Metropolitan Government, San Jose: Miss Bent and Miss Ross. Although this conference was devoted to the problems and possibilities of metropolitan government in Santa Clara County, much that was discussed had direct bearing on problems in San Mateo County.

Speakers at the morning session included the following:

Dr. Earl Campbell of San Jose State College on "History of Metropolitan Government";
Howard Gardner, Associate Director, League of California Cities: "Cities define Metropolitan Government."
William R. MacDougall, General Manager, County Supervisors' Association of California: "Do the Counties have a place in the Metropolitan Government approach?"
John M. Pierce, General Manager, San Francisco Bay Area Rapid Transit District: "Rapid Transit; Metropolitan Solution to a Metropolitan Problem."

Meetings Attended (cont.)

"Exploring Metropolitan Government" (cont.)

O. W. Campbell, Manager of Dade County, Florida, one of the few metropolitan governments in the United States, was the luncheon speaker. Both Miss Bent and Miss Ross felt that it was an extremely interesting and informative meeting.

December 16. Mrs. Garthwaite--John McDougal School, Belmont. Talk on Children's books.

December 16. Community Council, Burlingame--Mrs. Cox and Mrs. Mackin.

December 19. Mrs. Garthwaite--Christmas stories for the 6th grade at O'Connor School.

Mrs. Garthwaite is continuing her Story Hour every Monday at the El Portal School for Cerebral Palsied Children.

Branch Meeting, December 4, San Mateo Public Library

This meeting was planned to acquaint branch personnel with some of our special resources.

Georgia Cox talked on reference materials and services; Alyce Mackin spoke on the documents and pamphlets collection; Barbara Bent talked about display and exhibit material; Ila Lanzara discussed books for parents on children's reading; and Mary Boucher gave two book reviews--to give us a sampling of the kind of service we make available for other groups, but seldom have a chance to hear ourselves.

Building Plans

There have been no definite developments in negotiations for construction of Branch libraries in East Palo Alto, Pacifica and San Carlos. Negotiations and discussions are under way in all of these areas, but there is nothing new to report at this time.

Plans for the Headquarters Building are progressing, although slowly. Mr. Colby, the architect's representative, spent considerable time with us in December and we have most of the details for cabinet work, and special equipment roughed out. We have also been working on plans for furniture layout in anticipation of final location of electric outlets, and telephones. We hope that plans will be completed this month.

Notes to Branches

If Branches have not received reports on requests within a month, we will not be insulted if you send in an inquiry to find out what has happened to your request. Also, check the pink slips that are returned to you marked "Holding for consideration" regularly. If you do not receive reports on these requests within two months indicating either that we are buying the book or that the "Library is not buying", return the pink slip for re-checking.

Branch News

Belmont: Ila Lanzara reports that she has trained 14 school classes in the use of the library this quarter and has visited schools and talked to eight classes about books. She had a fascinating display entitled "What do YOU use for a book mark?" tacked to the bulletin board, and a number of unbelievable articles that have turned up in library books. If any of you other Branches would like to borrow this exhibit, she'd be glad to lend it to you.

El Granada: When Mrs. Eisfeller came to work the day of our big rain, two inches of water met her at the door. She swept and mopped and sopped and put pans around to catch the drips and got discouraged and went home. We hope to have a new roof before the next rain.

There is a new art association recently formed in this area. The president is Mr. Bradley and the vice-president is Mr. Galen Wolf, both of whom are very devoted borrowers. Our librarian, Mrs. Eisfeller, is the parliamentarian so we are well represented.

Francisquito: Francisquito Branch now has a telephone: DA 1-0886. Please add this information to your Branch Directory.

Half Moon Bay: The beautiful new yellow steel stacks are all in place in our new location and look very inviting. The new tables and chairs have not yet arrived.

Millbrae: Hours of service at the branch have been increased. Effective January 19, the Branch will be open 10-12; 1-9, Monday through Friday.

San Carlos: The Branch has moved to temporary quarters at 1163 San Carlos Avenue. And of course the move was made in the rain during the first week of January. In the next three months the structure formerly housing the library at 1340 San Carlos Avenue will be moved to a new location on Elm Street between San Carlos and Holly. The staff seemed to actually enjoy moving once they got started and with some needed weeding, all the books were made to fit into the smaller space. Teen-agers will not be able to do their homework in the library as there is space for only three reading tables. They didn't uncover any of the missing encyclopedia volumes, the historical atlas, Gray's Anatomy or the other important reference books that are missing, but they did find the missing "Introduction to Motherhood" and "Natural Childbirth" tucked away in the section on flower arrangement.

The telephone at San Carlos remains the same: LY 3-8563.

Staff News

Belmont: ADA MCNARY resigned at the end of the year to accept a full-time position at the San Mateo Public Library. MRS. ATHENA LOFARO has been appointed to the Belmont staff. Mrs. Lofaro was in children's work in the Bergenfield (N.J.) Public Library. She began her library career in the Monterey County Library.

Brisbane: MRS. ELIZABETH DUNCAN has been appointed assistant to Mrs. Delbon. Brisbane also has a new page, MARY OWENS.

Menlo Park: MRS. LYNN CHEN has been appointed Reference Librarian, following the resignation of MRS. GLADYS BRAASCH. Mrs. Chen comes from Formosa and is a graduate of the University of Minnesota School of Librarianship. She has recently been working in the Acquisitions Department of the Stanford Library. Menlo Park's new page is RICHARD POLESE, replacing CAROL OTTINGER.

Millbrae: This branch has been understaffed for some time for the tremendous business it has been doing, but until just recently there has been a dearth of candidates in the Millbrae area. Now, however, we are happy to say that MRS. ELIZABETH STEINERT has accepted the professional position on the Millbrae staff. Two other new part-time staff members, MRS. RITA STEWART and MRS. DOROTHY PETERSEN, also being work at Millbrae this month. Mrs. Stewart's library experience has been with the New York Public and Massapequa, Long Island libraries. Mrs. Petersen has worked in the Santa Barbara College Library.

San Carlos: It has been good to see ISABEL ADAMS back on the job, following her recuperation from major surgery. Her energy and enthusiasm seem to have survived even the recent Branch move, so we are fairly sure she is fully recovered.

Headquarters: MRS. LILLIAN STAPLES, who has been on leave since July, has returned to the Branch Department. LYNN WARREN, who has been working in the Branch Department since Lillian's absence has been transferred to the Processing Department. Word from MRS. LILLIAN MATTESON is that she is continuing to make satisfactory progress, we hope that she will soon be able to return to work.

MISS ROSS was recently elected to the position of Vice-President, President-elect of the Golden Gate District of the California Library Association. She has also been elected Vice-President of the Public Library Executives of Central California.

We were greatly shocked to hear of Mr. Joe Novak's sudden death last week in Sharp Park. Our deep sympathy goes to Mrs. Novak and her son at this sad time.

We also wish to express our sympathy to Mrs. Delbon in the death of her stepmother.

Virginia L. Ross

STATISTICAL REPORT

October - November, 1958

	Circulation Oct. 1957	Circulation Oct. 1958	Circulation Nov. 1957	Circulation Nov. 1958
Atherton	402	542	484	410
Bayshore	383	503	353	417
Belmont	6,965	8,045	7,130	7,411
Bookmobile	7,253	9,048	5,989	7,378
Brisbane	1,616	1,633	1,616	1,704
Colma	581	655	554	637
Daly City	936	1,141	862	880
El Granada	588	599	592	581
Francisquito	3,675	3,819	3,507	3,446
Half Moon Bay	717	810	551	670
La Honda	204	173	183	184
Main	3,180	2,602	2,908	2,343
Menlo Park	14,601	15,453	13,820	15,335
Millbrae	4,901	4,986	4,655	4,815
Montara	182	*	**	*
Pescadero	783	1,640	670	1,361
San Carlos	10,553	10,760	10,172	9,500
S.M.Co. Sanitorium	165	231	126	154
Sharp Park	3,881	3,967	3,388	3,506
Westlake	4,113	4,631	3,772	4,262
Woodside	1,554	1,304	1,203	1,170
TOTAL	67,233	72,542	62,535	65,100

* Closed July 1958
** Figure not received

Book Shipments - October and November 1958	October	November
Books sent to branches	3,859	3,567
Books returned from branches	3,737	2,190

Books Processed - October and November 1958		Titles	Copies
Non-fiction		229	623
Fiction		101	586
Juvenile		102	609
	Sub-total	432	1,818
Daly City			455
Menlo Park	Total		9
			2,282
Pamphlets		226	531

Special Requests Received at Headquarters - October and November 1958

Author-Title	1,484
Subject	175
	1,659

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March 20th, 1959

Fellow State Nominator:

The names submitted for the offices of CLA vice president and ALA Councilor as a result of Letter No. 1, dated March 6, 1959 are enclosed.

Please sign the ballot and return before March 26, 1959.

Very truly yours,

Thelma Reid Chairman
State Nomination Committee
California Library Association

Please send answers to:

Thelma Reid
City Schools Library
Education Center
4100 Normal
San Diego 3, Calif.

returned Mar 28/59

Individuals ineligible for election to state office for the 1960 term.

Elected to the state office of vice president, president-elect, for the past five terms:

1955 term	Thelma Reid	San Diego City Schools Library
1956 term	Dr. Henry M. Madden	Fresno State College Library
1957 term	George F. Farrier	Alhambra Public Library
1958 term	Dr. Alan D. Covey	Sacramento State College Library
1959 term	June E. Bayless	San Marino Public Library

Elected to the office of vice president, president-elect of district or section for the 1959 term. (Serving on Board of Directors, 1960 term)

George M. Bailey	University of California Library, Davis
Virginia L. Ross	San Mateo County Free Library, Redwood City
Robert H. Staehlin	Yuba County Library, Marysville
Leland A. Fetzer	Humboldt State College Library, Arcata
June Young	Merced County Free Library, Merced
Mrs. Natalie M. Edwin	San Diego Public Library, San Diego
Andrew W. Horn	Occidental College Library, Los Angeles
Marjorie Donaldson	Pasadena Public Library, Pasadena
Mrs. Raymond B. Allen	Los Angeles Public Library, Los Angeles
Hilda M. Glaser	Santa Monica Public Library, Santa Monica

C L A

CURRENT LIBRARY AFFAIRS

CALIFORNIA LIBRARY ASSOCIATION
829 Coventry Road • Berkeley 7, California

MARCH
1959

FIRST ISSUE

You are now reading the first issue of a new CLA publication. This mimeographed newsletter is experimental in nature. Your suggestions for its improvement will be welcomed. The officers of CLA have felt the need for a more frequent and more timely channel of communication with the Association membership. CLA - Current Library Affairs is the answer to this need. We expect to distribute about six issues during the year; but the pattern of publication will be irregular, depending in part upon the availability of news.

BOARD MEETING

Your Board of Directors met in Berkeley on January 19-20 and worked through a long agenda. The major piece of business was the formulation and adoption of the 1959 Association budget; but many other important matters were discussed and decisions reached. Proposed legislation arising from recommendations of the California Public Library Commission was reviewed and it was decided to hire a part-time legislative advocate. More of these matters later.

Plans for the spring district meetings were presented by the six district presidents. Details of these programs will appear in the next issue of the California Librarian.

The Library Development and Standards Committee was given the responsibility to explore seriously the possibility of acquiring property suitable for the California Library Association headquarters office. It is to report on this matter at a later meeting.

A special CLA committee consisting of Ed Castagna, Margaret Klausner and Page Ackerman was established to explore the proper relation of functions and channels of communication between the California Library Association and the State Library.

LEGISLATIVE PROGRAM

After much work on the part of the CLA Legislation Committee (under the chairmanship of Mrs. Dorothy Thomas and ably assisted by Dr. Edward Wight) the 1959 package of CLA legislative measures was ready for introduction to the California Legislature. Assemblyman Ernest Geddes on March 11 introduced the Library Service Bill (AB 1985) as well as the other bills. I am pleased to announce that CLA now has a lobbyist working busily to help the Association achieve its legislative goals.

Over the years the burden and pressure upon the many excellent legislation chairmen (since 1953 -- Edith Gantt, Bertha Hellum, Katherine Laich, Fred Wemmer, John Smith, Dorothy Thomas) has been increasingly heavy. Finally this year it became essential, because of the state aid bill and several other important measures, to appoint a legislative advocate to assist the legislation chairman in implementing the Association's heavy schedule of bills.

The person selected needed to meet these requirements:

Reasonable proximity to Sacramento.

Ability and permission to be absent from his library duties for anywhere from one quarter to one half time.

A disposition toward legislative advocate work.

After careful consideration, Karl Vollmayer, Assistant Librarian in charge of work with the public at the Richmond Public Library, was selected. The Association is indebted to Coit Coolidge, Head Librarian at Richmond, for making Vollmayer available on a part-time basis for this important work.

The duties of the Legislative Advocate are several:

To arrange for the introduction of desirable legislative measures.

To contact legislators at their Capitol offices and inform them regarding our bills.

When necessary, to speak for the Association at hearings of committees of the Legislature.

To keep CLA members informed of the status of our bills.

To watch for, and oppose, bills inimical to the interests of CLA.

To assist the Legislation Committee Chairman in such other ways as may be required.

Of course the above duties are not carried on solely by the CLA Legislative Advocate. Many other persons in and out of Sacramento, members of CLA and friends, make up the total legislative team.

The Sacramento scene is a busy and interesting one. The legislators are a conscientious, well-qualified, hard working group. Because of the heavy legislative docket, they are subjected to extreme time pressures. In spite of this pressure they, and their very efficient secretarial staffs, are extremely cooperative in giving at least a small amount of time to each caller, including your CLA representative.

Although lobbyists are jokingly called the "third house", the legislators do depend upon them to considerable extent for factual information in each of their specialized fields. The fact that CLA has a lobbyist insures that everything possible is being done to present our legislative program in Sacramento.

SUTRO LIBRARY

Rootless Sutro Library was shaken by a blow concealed within the massive pair of tomes called the State Budget. It was recommended that Sutro's principal support be curtailed and its personnel eliminated. The recommendation continued with the suggestion that the collection be transferred from the State Library, of which it is a branch, to the University of California. A storm of protest arose. Floods of letters were sent to Sacramento. Editorials appeared in the newspapers. It was forcefully pointed out that the recommendation was not an economy but a much greater expense for the State. Patrons and librarians feared that the valuable collection would become less available to them. San Francisco State College and the University of San Francisco both came forth with generous offers of a home for the venerable waif, but at this writing its placement and support are still undetermined.

NATIONAL LIBRARY WEEK, April 12-18.

I am pleased to announce that Mr. Donald Beecher, (Vice President of the Bank of America in San Francisco) has accepted the state chairmanship of the California observance of National Library Week. As Executive Director of this California observance, I have received numerous reports of plans for local observances. I hope that the plans for your area are well developed by this time. It is still possible to arrange for a community program, however, if action has been delayed. Materials that the National headquarters are distributing for Library Week are excellent, and an outstanding national campaign has been developed. If any man, woman or child can get through that week without being aware of its library significance, I shall be surprised.

(Although National headquarters have announced that March 27th is the last date that orders for material can be received and processed, it would still be possible to order by airmail. Address: National Library Week, 24 West 40th Street, New York, 18, N.Y.)

ALAN D. COVEY, President

CALIFORNIA LIBRARY ASSOCIATION

NOMINATION COMMITTEE, 1959

SUBMIT SUGGESTIONS FOR NOMINATIONS ON THIS FORM

Suggest three CLA members for the following offices:

Vice president, president-elect, to be this year from the northern half of California

ALA Councilor

Keep one copy for yourself and send one copy on or before March 6 to

Thelma Reid

San Diego City Schools Library
4100 Normal Street
San Diego 3, California

Vice President } Bertha Hellem
President-elect } ~~Alta Eldridge~~ Donald Coney
ALA Councilor - Fred Mulholland
Richard F. Cort Coolidge
E.A. Wight
Margaret Klausner

Sent March 3/59

State Nomination Committee, 1959, preparing ballot for
vice president, president-elect, 1960, and
ALA Councilor, 1960-1964

Amy L. Boynton	Lodi Public Library, Lodi
Katherine E. Chastain	Coalinga District Library, Coalinga
Mrs. Mae E. Durham	San Francisco State College Library 1600 Holloway Avenue, San Francisco
Katherine Karpenstein	Standard Oil Company Library 225 Bush Street, San Francisco
Dr. Lionel Farber	159 Wilshire Avenue, Daly City
William W. Haverstock, Jr.	Humboldt State College Library, Arcata
Alan R. Laursen	College of the Pacific Library, Stockton
Mrs. Muriel K. Merman	Redwood City Public Library, Redwood City
Lillian F. Nisbet	Tehama County Library, Red Bluff
Thelma Reid, Chairman	San Diego City Schools Library, 4100 Normal Street, San Diego

CALIFORNIA
LIBRARY
ASSOCIATION

A NON-PROFIT CORPORATION

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

February 20, 1959

To the Nomination Committee:

The first mission of this letter is to welcome you to membership in the California Library Association's state nomination committee.

Please read carefully Article V and Article XV of the bylaws.

I send you the following:

1. Copy of the bylaws of the California Library Association.

2. Two copies of a nomination form, to be filled in with your suggestions.

3. List of vice presidents, presidents-elect of districts and sections, 1959, ineligible for nomination on this ballot.

4. List of individuals holding the office of vice president, president-elect (state) for the past five years, who, by custom will not be nominated for the same office in the five year period.

5. List of members of the state nomination committee, who will prepare the ballot for state vice president, president-elect, 1960 term, and for the ALA Councilor, 1960-1964 term. These individuals are ineligible for nomination.

6. A roster of members of the California Library Association.

I ask you to suggest three names for the following offices for the year 1960:

Vice president, (president-elect), to be, this year, from the northern half of California.

Councilor, American Library Association, CLA's delegate to the ALA Council.

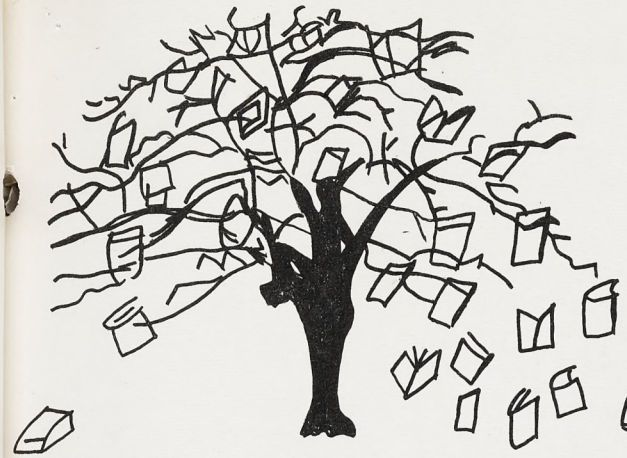
Answers to this letter should be received at the address given below by March 6. This gives you time to consult others in your district if you deem it necessary.

Form letters will go to you on or about the following dates: March 20 and April 10. Please respond quickly with your suggestions, and check any nomination ballots for immediate return. Our work should be completed by May 15.

If you have any question regarding nomination procedure I shall be pleased to hear from you.

Please send your answers to:
Thelma Reid
4100 Normal Street
San Diego 3, Calif.

Sincerely yours,
Thelma Reid
Thelma Reid, Chairman
Nomination Committee



Books and Branches of the San Mateo County Free Library

Vol. 5 Redwood City March-April 1958 California No. 2

FUTURE DATES AND EVENTS OF INTEREST

April 27--May 3	Mental Health Week
April 28--May 2	California State Library Workshop: Problems of library service in Metropolitan areas and their fringe communities--Bakersfield
May 10	CLA Golden Gate District Meeting--San Francisco State College
May 15	PLECC Meeting
May 30	Decoration Day, Holiday
June 3	Election Day, Holiday
June 5	Branch Meeting
June 17	Book Selection Committee Meeting (tentative)
July 10--12	Symposium: "The climate of book selection"--University of California, Berkeley
July 10--12	Poetry Festival, Villa Hotel, San Mateo; sponsored by the Children's Service Division, ALA
July 13--18	American Library Association Conference--San Francisco
July 21--23	U.C.L.A. Institute on library reporting: "Mean What You Say", Santa Barbara
Oct. 28--Nov. 1	CLA Conference, Long Beach

1957 BOOK TRENDS AND STATISTICS

Recent issues of Publisher's Weekly, contain interesting survey information on the book industry in 1957. PW reports that "The title output reached new heights, but, more important, the inherent value of a great number of these titles earned a response that was not confined to a few stand-out sellers." 10,561 new titles were published during the year; an analysis by subject fields shows the following: 25% increase in books on science; 24% increase in books on business; 19% increase in books on education. Book prices continue to rise: average price of novels in 1957 was $3.82--an increase of 5.78% over the previous year; average price of biography was $5.29--an increase of 6.65%; average price of history books was $7.02--a whopping increase of 27.76%.

The U.S. Government should not be overlooked as a publisher. The Government Printing Office is now the publisher of some 30,000 titles, with books about child care and gardening among those most in demand. In the fiscal year ended in June 1957, the Government sold more than 50,000,000 books and maps for a total of more than $6,000,000.

NATIONAL BOOK AWARDS

The following books were chosen as the most distinguished among the many thousands published last year:

Fiction Award	John Cheever: THE WAPSHOT CHRONICLE
Non-Fiction Award	Catherine Drinker Bowen: THE LION AND THE THRONE
Poetry Award	Robert Penn Warren: PROMISES

NOTABLE BOOKS OF 1957

This annual selection of outstanding books published during the past year was announced by the American Library Association early in March. Forty-one titles were selected as worthy of special note. Books were chosen on the basis of literary merit, sincerity and honesty of presentation, and ability to expand the reader's horizon. The books are selected by a panel of librarians representing libraries from all areas of the United States.

Copies of the list of notable books have been sent to the branches. The County Library owns, or has on order, all of the books on the list, however we have only single copies of some of the books, so that there may be a delay on requests for certain titles.

MENTAL HEALTH WEEK, April 27--May 3

Publicity material and pamphlets will be sent to all branches, for you to use in calling attention to the week.

NATIONAL LIBRARY WEEK

Libraries were publicized on a nation-wide scale to newspaper, radio and TV audiences during National Library Week, March 16 to 23. Some excellent book, author and library programs were on the air, and most newspapers ran feature articles. Locally, merchants banks and restaurants cooperated by displaying the "Wake Up and Read" slogan.

"Notable Books of 1957", a selective list by the American Library Association, was distributed by the County Library during National Library Week.

Sharp Park Branch held Open House March 20, and had a hobby display. At Belmont, Ila Lanzara arranged book displays for P.T.A. groups around Hobbies, Home Libraries and Children's Reading, and in the library, she had a display of Newbery Award Books. A "Lives of Great Americans" bookshelf was featured at San Carlos; an exhibit of cookbooks, "Try a Cook's Tour", at Millbrae, and UNESCO art books at Main. Half Moon Bay had a display of sewing and homecraft books in the front window.

KROEGER SURVEY

The Civil Service Commission has completed its review of the Kroeger Report. The Board of Supervisors made some changes in the pay plan recommended by the Commission, and adopted a new salary ordinance which will be effective May 1. The new salary ordinance does not change the present salary range for Typist-Clerk I and Typist-Clerk II (Kroeger had recommended that these positions be lowered one step).

Within the library, there have been a few changes in job title and salary, and three positions have been reclassified. The title of the present "Clerical Assistant" class has been changed to "Library Page". As a by-product of the Kroeger survey, the District Attorney has ruled that the Unclassified Branch Library Assistant positions should be in the classified service. Specifications for these positions are now in preparation, and each of those affected will be notified as soon as we have any definite information. Please do not write us about this now, we will get in touch with you as soon as there is anything to report. Aside from these two changes, there were no changes affecting Branch Library personnel.

The following is taken from the Civil Service Commission report to the Board of Supervisors and is included for your information:

> "The Civil Service Commission has analyzed and reconciled its study with the Kroeger Survey. We have agreed substantially in the position allocation differing only in about six per cent of the cases. With respect to salary levels we again agree in the main with Kroeger. In the majority of cases in which we differ with Kroeger, the classifications involved are those among the lowest in salary range. As a matter of policy, the Commission believes that a reduction in salary level for these low paid employees is not in the interest of the best County service nor can it be supported on a basis of living costs in this area at the present time.

Kroeger Survey (cont.)

"The legal opinion of the District Attorney's Office...stipulates that employees cannot advance in position without first qualifying by civil service examination. The Civil Service Commission believes that no employee's status should be put in jeopardy because of involuntary change in allocation of position. We recommend, therefore, that the Board proceed at once to change the allocation of those employees who are now eligible for such change but we recommend postponement of re-allocation in cases where the affected employees have not yet qualified by examination."

PAMPHLETS

We are gradually building a pamphlet file of current material, on people and problems of today. There is a complete file of the Pan American Union booklets on central and South America, which can be used by the sixth graders who study Latin America. We also have an extensive file on countries throughout the world, such as Pakistan, Turkey, Israel, South Africa, Australia, and New Zealand, as well as European countries. There is material on their manners and customs, and most of them are nicely illustrated.

International relations, economic conditions, UNESCO, NATO, foreign policies are just a few of the pamphlets which we have that touch on the world as we live in it today. Atomic energy, aeronautics, rockets and missiles and the International Geophysical Year are all subjects of current interest that are well covered. We will be very happy to circulate any of this material to our borrowers throughout the county.

WORKSHOP ON STANDARDS OF LIBRARY SERVICE FOR CHILDREN

Miss Ross attended this workshop which was held in Santa Barbara March 25 to 28 under the sponsorship of the California Library Association and the California State Library. A group of 13 children's librarians and five library administrators, working under the direction of Miss Sarah Fenwick, Associate Professor of the University of Chicago Library School, drafted a framework for standards of public library service to children. The draft statement will be revised by an editorial committee and submitted to the Children's and Young People's section of the California Library Association for final approval at the annual conference in October.

These standards will supplement the American Library Association standards of Public Library Service, and will serve as a guide to library administrators, governing officials, and interested citizens' groups in determining what should constitute good library service to children.

SUMMER READING CLUB

The materials for the Smokey Bear Vacation Reading Club, sent out by the California Division of Forestry, have arrived at headquarters. They are being distributed to all the branches who have had regular summer reading clubs, on the basis of last year's registration. They will also be sent to the city libraries on the Peninsula which have requested them.

The emphasis of the Club this year will be on conservation and forest protection. The registration card has spaces for ten books, and three of these must be on such conservation subjects as "Animals; Forest and Waters; Forest Neighbors; Birds; Earth, Sea and Sky."

Any child able to read may be included, and each branch can decide for itself whether to include younger children who could be read to. Some of the branches may want to use trees with leaves, such as we had last year. If the ones who do will let Headquarters know in plenty of time, the materials will be furnished.

The Forest Service has sent sign-up cards, buttons, posters, and a membership card which says, "The bearer of this card is an official member of the Smokey Bear California Junior Forest Rangers because you have agreed to read books recommended by your library to help protect California's Natural Resources". Smokey himself has signed the card with a green paw print. There is also a reading certificate which states, "This certifies that (the reader) has read ten recommended books and by taking the Conservation Pledge has become a California Junior Forest Ranger". This is to be signed by the Librarian and has been paw-printed by Smokey.

These materials have been furnished free of charge by the Forest Service, under the auspices of the California Fire Prevention Committee and the California Library Association. It looks like a lot of fun for the youngsters, besides making them conscious of the need to protect our forests and camping areas, keeping California "Green and Golden".

MEETINGS ATTENDED

Feb. 10 Mrs. Ruth Sheehan gave a talk on book-mending techniques to P.T.A. library volunteers of the Menlo Park School District.

Mar. 7 Arbor Day Luncheon, Butano Garden Club, Pescadero--
Mrs. Mathison, Miss Bent.

Mar. 10 Mrs. Ruth Sheehan gave a Book-mending talk to Menlo Park Episcopal church women to assist them in repairing prayerbooks and hymnals.

Mar. 13 A.C.L.--Mrs. Garthwaite.

Mar. 18 Community Council--Group Work and Recreation Division. Panel discussion on "Hard to Reach" Youth.
Mrs. Mathison, Mrs. Mackin, Miss Bent.

Meetings Attended (cont.)

Mar. 18 Panel discussion on Information Retrieval, Stanford University. Miss Ross, Mrs. Mackin, Mrs. Gallagher

Mar. 20 Planning Committee for pre-A.L.A. Children's Poetry Festival, Mrs. Garthwaite

Mar. 20 Open House, Sharp Park Branch Library. Miss Ross, Miss Bent.

Mar. 21 PLECC Meeting and Richmond Book Fair: M.F.K. Fisher and Irma Mazza discussed cookbooks and cookery. Miss Ross, Mrs. Boucher, Miss Bent.

Mar. 22 Richmond Book Fair--Mrs. Garthwaite a guest of honor at authors' reception.

Mar. 25 Community Council--Family and Child Welfare Division. Mrs. Garthwaite, Mrs. Lanzara.

Apr. 9 Mrs. Fajardo reviewed THE LAST TEMPTATION by Peter Viertel at a meeting of the Organization for Rehabilitation Through Training.

Apr. 9 Mrs. Garthwaite spoke on Newbery and Caldecott Award Books to branch librarians of San Joaquin and Amador counties, meeting in Stockton.

Apr. 10 Talk on Librarianship as a Career to Student Library Assistants of Northern California--district meeting in Porterville. Mrs. Garthwaite.

Apr. 15 Book Review: THE HIDDEN PERSUADERS, by Vance Packard. Reviewed by Mr. Morales for the Menlo Park Women's Club.

Apr. 15 Meadow Heights P.T.A., San Mateo--Talk by Mrs. Garthwaite on Children's Reading.

Apr. 16 Mrs. Brown, Mrs. Sheehan, Mrs. Matteson to Mill Valley Public Library to observe technical processes.

Apr. 17 Mrs. Braasch reviewed THE FLOWER DRUM SONG by C.L. Lee for the Redwood City Newcomers.

Apr. 24 Mrs. Boucher reviewed PLEASE DON'T EAT THE DAISIES by Jean C. Kerr for the San Carlos Women's Club.

BRANCH NEWS

Brisbane: They were busy during the flood pushing the water coming in the back door out the front door. No damage was done.

Colma: Mrs. Jaymot always has the cleverest little displays befitting every holiday or special occasion. For Public Schools Week she had a miniature old time school with tiny desks and tiny dolls suitably dressed - even to the dunce in the corner. Her hobby is dolls and miniatures.

El Granada: This little branch has been enlarged by the removal of a partition which gives it room for a reading table and chairs. It has been painted and has a gay new congoleum rug on the floor and the circulation has increased considerably.

Menlo Park: They have had on display a mural made by a fifth grade class at Hillview School. It is black felt with very colorful appliques embroidered on, depicting the history of America from the Vikings to space ships. It is an imaginative and outstanding piece of work. They have also had a very interesting display of pebble mosaics, concrete sculpture and handmade jewelry and oil paintings by Grace and Ruth Moore, sisters of Menlo Park.

The Menlo-Atherton AAUW has been giving a series of monthly book reviews at the library. On February 27 Mrs. Ross Wilson reviewed BELOW THE SALT, on March 27 Mrs. John Shedd reviewed SONGS AND TALES OF THE SEA KINGS by J. Frank Stimson, and on April 24 Mrs. William Gropp reviewed HIDDEN PERSUADERS by Vance Packard.

San Carlos: A very exciting time was had by all when the flood waters poured in the front door and all the staff and anyone they could recruit were running around in their bare feet pulling all the books off the bottom shelves. After the sandbags came, they had to sweep the water out with some very makeshift brooms. The next day the library was closed for mopping up and replacing the books. It hasn't been so clean since they moved in. In the process, Isabel Adams hurt her back and couldn't work for several days. The only book damaged was one that was dropped in the water--titled: "SEAMANSHIP" !!!

Sharp Park: City Manager Karl Baldwin, Mayor Jean Fassler and some of the City Council came to look the library over and are taking up the subject of the site for the new library. A display of BANNED BOOKS has created quite a lot of interest. The Branch has a new congoleum rug and a coat of paint which brightens the library.

STAFF NEWS

"Bright Particular Star", MARION GARTHWAITE'S new teen age novel, was published by Messner on March 17. This new book is of special interest for us because it has a Peninsula setting, and is the story of a Children's Librarian. Copies have been ordered and you should be receiving them very soon.

MRS. FLORENCE NOVAK has been appointed City Historian of Pacifica. An extremely interesting article in the Coastside Tribune recounts Mrs. Novak's reminiscences of her early experiences in the area which is now Pacifica. She has been a resident of the area for 28 years, when she first moved there the area was known as Salada Beach and there were 90 residents. In those days it was bootlegger's territory, and there are some exciting tales of what happened during that period. We are very happy that Mrs. Novak was selected for this post in our newest city.

MRS. CAROLINE DIAS, Pescadero Branch Librarian, was honored by the Butano Garden Club at a special luncheon on March 19. Mrs. Dias has been Branch Librarian at Pescadero for the past 17 years, and the club honored her for her outstanding service to the community.

MRS. GLADYS BRAASCH has been appointed as Reference Librarian at Menlo Park. There has been a vacant position there since Miss Rucker left, and with the tremendous increase in library use at Menlo Park, it seemed imperative to fill this position.

MRS. ELIZABETH STEINERT has been appointed to the Reference position at Headquarters on a part-time basis. MISS ADA MCNARY is assisting her with some of the routines connected with State and Inter-library loans.

LINDA SHINE has replaced James Shine as the Woodside page.

The Bookmobile staff has been afflicted with sprained ankles--we never thought they were catching, but now we are beginning to wonder. MRS. GOODART had a bad sprain on March 31, MRS. NORA JACKSON sprained her ankle the following Saturday, and a week later MR. LEE'S son sprained his ankle. We hope this has put an end to the cycle. The Bookmobile is also limping badly--the generator has broken down beyond repair, and hand stamping is the order of the day--an appalling prospect when you consider that on April 9 there were 940 books issued in a 5-3/4 hour span.

MRS. MARGUERITE JACKSON has been in the hospital, she is home now and we hope she will soon be well.

MRS. ONYON and MRS. MIX are still out, MRS. ONYON hopes to report to work May 1.

We extend our sincere sympathy to MRS. MARTHA GLASSEY in the death of her mother.

Virginia L. Rose

STATISTICAL REPORT

February -- March, 1958

Branch	Circulation February 1957	Circulation February 1958	Circulation March 1957	Circulation March 1958
Atherton	432	432	605	457
Bayshore	384	265	407	358
Belmont	5,351	6,601	6,227	7,257
Bookmobile	5,257	7,293	7,851	7,675
Brisbane	1,603	1,417	1,746	1,865
Colma	568	750	742	834
Daly City	776	981	1,211	1,122
El Granada	385	529	410	630
Francisquito	2,740	3,435	3,339	4,179
Half Moon Bay	491	664	614	782
La Honda	148	191	168	208
Main	3,155	2,958	3,495	3,143
Menlo Park	11,088	14,242	11,829	15,838
Millbrae	3,869	4,686	4,578	5,397
Montara	196	149	191	177
Pescadero	600	982	682	1,098
San Carlos	9,814	10,291	10,407	11,861
S.M.Co. Sanitorium	345	136	294	164
Sharp Park	2,987	3,261	3,244	3,618
Westlake	3,277	3,699	3,704	4,207
Woodside	1,502	1,167	1,548	1,349
TOTAL	54,968	64,129	63,742	72,219

Book Shipments - February and March 1958	February	March
Books sent to branches	3,563	3,563
Books returned from branches	2,435	2,702

Books Processed - February and March 1958		Titles	Copies
Non-Fiction		244	832
Fiction		84	570
Juvenile		190	862
	Sub-total	518	2,264
Daly City		147	202
Menlo Park		124	139
	TOTAL	789	2,605
Pamphlets		458	772

Special Requests Received at Headquarters - February and March, 1958

Author-Title	1,289
Subject	205
TOTAL	1,494

SAN MATEO COUNTY
FREE LIBRARY
REDWOOD CITY, CAL.

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, Calif.

CALIFORNIA LIBRARY ASSOCIATION

GOLDEN GATE DISTRICT

Annual Meeting, April 11, 1959

Palo Alto

9:15	Registration	Palo Alto Community Center 1305 Middlefield Road
	Coffee Hour (After registration, please).	
10:00	Morning Session	Palo Alto Community Center Adult Theater
	Presiding	Frederick F. Mulholland, President Golden Gate District
	Greetings	Tully C. Knoles, Jr., President Palo Alto Friends of the Library
	Message from the State Library	Mrs. Carma R. Zimmerman, Librarian California State Library
	Message from the President	Dr. Alan D. Covey, President California Library Association
	Membership Report	Virginia L. Ross, Vice President Golden Gate District
	Introduction of Speaker	Dr. Peter T. Conmy, Librarian Oakland Public Library
	Address: "The Library and the Senior Citizen."	Louis Kuplan, Executive Secretary Citizens' Advisory Committee on Aging, State of California, Sacramento
12:30	Lunch	Rickey's Studio Inn, Rose Room 4219 El Camino Real
1:30	Afternoon Session	Rickey's Studio Inn, Rose Room
	Introduction of Speaker:	Virginia L. Ross, Vice President Golden Gate District
	Address: "Extension of Useful Life in Older People."	Dr. Hardin B. Jones, Professor of Medical Physics and Physiology, University of California, Berkeley
	Panel Discussion:	"Library Services, Materials, and Facilities for the Older Patron."
	Introduction of Moderator and Panelists	Marguerite J. Laird, Secretary Golden Gate District

Moderator: Dr. George Willey, Speech & Drama Dept., Stanford University

Panelists: William H. Brett, Oakland Public Library

Mrs. Mae J. Durham, San Francisco State College Library

Mrs. Naoma B. Knight, Menlo Park School District

Miss Arlene Hope, California State Library

After the meeting librarians are invited to visit Little House at 800 Middle Avenue, Menlo Park, as well as four new library buildings in the immediate vicinity:

Menlo Park Public Library, Ravenswood at Alma, Menlo Park

Mountain View Public Library, 585 Franklin, Mountain View

Palo Alto Public Library: Main Library, 1213 Newell Rd., Palo Alto

Mitchell Park Branch Library, 3700 Middlefield Rd., Palo Alto

The Staff Organizations' Round Table will hold a discussion on policies regarding attendance at conferences in the staff room of the Palo Alto Main Library immediately after the meeting. Everyone is invited to participate.

CALIFORNIA
LIBRARY
ASSOCIATION

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829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

June 10, 1959

Dear Fellow Committee Members:

Will you please return the enclosed ballot #3 with your vote for A.L.A. Councilor. Indicate by number the order of your preference. The tally will determine which two names will appear on the final State Ballot.

Two of the four last prospects for the office of Vice-President, President-Elect have sent acceptances. Dr. Peter Conmy and Father William Monihan have both agreed to be candidates. Thank you for your prompt response with additional suggestions but these will not be needed now.

I appreciate your cooperation and help in the work of the Nominating Committee. As soon as we have tabulated the returns to determine the Committee's selection of two candidates for the office of A.L.A. Councilor I will forward the names to each of you and to Mrs. Yelland so that the work of the District and Section nominating committees can begin.

My personal thanks to each of you for your assistance on this committee.

Sincerely yours,

Thelma Reid

Thelma Reid, Chairman
State Nomination Committee
California Library Association

TR:el
Enc. 2

returned June 11/59

L C Powell + 1
E. Wright 2
9 Farmer 3
D. Thomas 4

GLOE GRANTED LIBRARY PACT BY 4-1 VOTE

A 4-1 council vote Monday night gave Daly City resident John W. Gloe, 220 Skyline drive, the architectural assignment on the $155,000 Westlake Library. His fee will be 7 per cent of the total expenditure.

The verdict, with only Councilman Joseph Verducci voting "no", expedited the city's timetable for the much-needed facility on Southgate avenue. Public Works Director Otis Calhoun estimated it would take Gloe about two months to finalize his plans and actual construction would last four months—thus an October completion date.

Gloe's appointment found the council majority reversing the Library Commission's recommendations on the architect the second consecutive time. This is the reason, according to Verducci, he balloted against selection of Gloe.

Last October, the Library Commission and city staff interviewed three men for the job. City Manager George Watts rated Gordon Phillips of San Rafael as his top choice, while the commission chose veteran SF architect Francis J. McCarthy. The council then went for McCarthy.

A rift subsequently developed between the city administration and McCarthy over payment of fees and contract terms. This resulted in the council earlier this month nixing its pact with McCarthy and asking for a new architect—much to the displeasure of the library board which criticized Watts, in particular, for an "arbitrary stand" against McCarthy.

The council last week asked for the commission's new preference on an architect. The latter group then unanimously endorsed Phillips as the best qualified in their opinion. But the city manager recommended Gloe—who was not among the original three architects inter-

(Continued on Page 2)

...of Daly City."

GLOE GRANTED LIBRARY PACT BY 4-1 VOTE

(Continued from Page 1)

viewed last fall—and all the councilmen except Verducci went along with Watt's choice.

Watt's letter to the council backing Gloe cited the Westlaker for his attitude, qualifications and fee of 7 per cent. McCarthy had asked 8 per cent and Phillips likewise.

Other architects who sought the contract during the long-delayed interlude were Louis Baldini and Angus McSweeney.

Watts asked that McSweeney should not be considered during the second deliberation by the council since Angus was not among the three architects first called in. But neither was Gloe, Verducci pointed out.

Outboard Stolen

Another Integrated Kids' Book 'Crisis'

SHREVEPORT, La., July 20 (AP)—A children's book entitled "The First Book of Fishing," containing illustrations showing white and Negro children fishing and picnicking together, may be discarded by Shreve Memorial Library.

Inez Boone, chief librarian, said she felt the book probably should not be on the shelves in this area because its illustrations present as typical that which is not typical for the area.

She said, however, she wants the city library board to examine the book before a final decision is made. The book will not go back to the shelf pending the decision.

Five of the book's illustrations show white and Negro boys and girls fishing and picnicking together.

Miss Boone said whenever a book is brought to her attention and she considers it objectionable "we certainly will get rid of it. I am not advocating integration."

Miss Boone said there was no objection to the text of the book, which was written by Steven Schneider. She said the objectionable feature was the illustrations, which were done by Edwin Herron. The book was published in 1952

The book deals with the technical phase of fishing.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
April 8, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Maude Hanselman
Members Absent; Desmond Epidendio
Guests: Sam Chandler, City Librarian

Mr. Chandler told us that he had received an invitation to be interviewed at Palo Alto for head librarian as Mr. Mullholland was retiring as City Librarian of that city.

The combined book exhibit displayed at the Nat'l. Catholic Library Association Conference at Chicago containing about 1200 books has been purchased for $2,000. A buying book list of about 4,000 books has been compiled and sent out for bids. These two purchases will form a core for the Westlake Library. About 250 McNaughton books will be rented per year. With some duplicates taken from the Mission Street Library, Mr. Chandler hopes to have about 10,000 books to go into the new Westlake Library.

Mr. Stallings, Miss Ross and Mr. Chandler met at the County as planned. Daly City will service the county residents in this area for $11,000. A letter will be sent to the County to this effect.

The plan for the new budget this year is in 3 parts:

1. Operating expenses
2. Capital outlay
3. Salaries

Each item was discussed and studied by the Commission and the Librarian. The Commission would like to see the regular 5% salary increase plus $15.00 per month given to all the staff. The commission asked Mr. De Martini to talk to the City Manager about this matter. Perhaps a special meeting can be held to work this out. It was thought that some thing could also be worked out so that several of the staff could take an examination and advance into the next grade.

The Commission was sorry to learn that Mr. McCarthy and the City could not agree on terms to build the Westlake Library, therefore, the City Council will interview several architects on Thursday evening in order to make another choice.

Dr. Farber, Mr. Chandler, Maude Hanselman, Joy Belle Jackson and Rose Marie Kraus will attend the Golden State District CLA meeting at Palo Alto on Saturday April 11, 1959.

After a general discussion on many things pertaining to the library, the meeting was adjourned at 11:30 P.M.

Maude Hansleman, Secretary

W'lake Library Architect Bows Out Over 'Terms'

The city council has cancelled its contract with Architect Francis J. McCarthy on the new Westlake library and a new architect will be decided at the April 9 council study session.

City Manager George Watts announced the fall out with McCarthy last week, saying the latter failed to agree on city specifications as to payments and inspection assignments. Watts said McCarthy agreed to drop the contract.

The city manager said he would consult with City Librarian Sam Chandler and the library commission prior to the selection of a new architect by the council.

The library, to be located on Southgate in Westlake, will cost a total of $175,000 (including equipment) and is due to open this November. McCarthy's decision will not delay the timetable, although new plans will have to be approved by the city staff and library commission.

McCarthy's fee for the total contract was 8 percent, Watts pointed out.

Reprinted from—

National City Star-News

San Diego County's Most Interesting Semi-Weekly Since 1882

Volume LXXVI — No. 29 NATIONAL CITY, CALIFORNIA, THURSDAY, MARCH 19, 1959

NC Library Board Continues Push Against Proposed State Library Law

NATIONAL CITY—A spirit of independence with uncompromising position for free enterprise has asserted itself relative to a proposed state-wide issue within the ranks of the National City Public Library board of directors and administrative staff. This position has reference to a proposal for centralized statewide control of California library operation recently submitted in bill form to the state legislature.

The bill is the result of findings by the California Public Library Commission appointed two years ago by ex-Governor Goodwin Knight to study the state library situation with an eye toward overall improvement of service and facilities.

In principle, the bill calls for a central governing board authorized to provide state financial aid to any and all libraries which qualify under board standards referred to as quality and acceptance.

Provisions, as stated, would make available to qualified libraries either individual or systematized, an annual amount to $10,000, plus per capita gratuities, for purposes of improvement, providing the library, or libraries in question serve a population of at least 100,000 persons and satisfy board inventory requirements as to number and type of books as well as personnel within predetermined classifications.

The National City Library Board, under the chairmanship of Mrs. Burleigh Bagnall, Sr., feels that such a proposal is "objectionable for the reason that each community would be surrendering its control of a purely local service" and that the National City Library, as well as others throughout the state would "prefer to pay for our own library program rather than accept state or Federal aid."

It is also felt by the local board that the increased taxation necessary to implement such a program would be misdirected in the light of pressing financial needs in other, more crucial areas.

Submission of the original draft of the bill to San Francisco attorney Max Thelen elicited the following observations:

"I have reviewed the "Proposals" and find myself entirely out of sympathy with the same.

"The 'Proposals' contemplate recurring expenditures by the State of large sums of money for the financing of the State's public libraries. It is also stated that it is contemplated that the initial financial assistance by the State will subsequently be increased. At a time when the State is confronted with a serious financial situation, the 'proposals' seem particularly inappropriate. I would be very much surprised if Governor Brown would approve such an expenditure at this time.

"Even if there were no financial problem, I would not favor the 'Proposals' for the reason that they would violate seriously the governmental principle that jurisdiction over local matters should be left in the hand of local people. These 'Proposals' provide, in part, that every public library which qualifies for the receipt of financial aid from the State must submit itself to the authority of a new State commission, to be known as the California Public Library Commission, which may require the library to submit itself to standards and regulations prescribed by the Commission, which will specify the number of books of the various classes which the library must acquire, and which will specify the personnel which the library must employ as well as numerous other matters of a distinctly local character. The Commission would practically 'run' the local library."

In subsequent protest, the National City Library has circulated letters soliciting assistance from libraries throughout the state, including copies of a City Council resolution of opposition to the commission's proposals and recommendations.

The original draft of the proposed bill states the following:

"In adopting this chapter, the Legislature declares that it is its policy not to remove the government and administration of local libraries from local control, but only to establish standards for the grants-in-aid made pursuant to this chapter."

Mrs. Bagnall contends, along with other board and staff members, that extensive legal consultation has clearly shown that such a declaration is equivocal in terms of the proposal's total context.

"We are convinced," she said, "that this is bad legislation. Most of our legislators would be surprised to learn just how much people would like to do for themselves, independent of state or federal aid."

Fears also have arisen as to the possibility of "hidden censorship" and the arbitrary appointment of local staff and board members in the form of "political football."

Heated objections have been raised against the local stand by Ed A. Wight, professor of librarianship at the University of California and director of research for the state commission.

In a three-page, single-spaced letter to Mrs. Gagnall, Wight emphatically implied that the local board is reacting emotionally, rather than constructively, in its resistance to state-wide upgrading of library service and facilities.

Local feeling is that any library, wherever and however possible, should operate entirely independent of centralized, possibly "socialistic" directives.

In answer to assertions that "if passed, the bill would afford not mandatory but purely permissive advantages," the local resistance holds that "such a dangling of financial benefits would be difficult to resist in the face of inevitable public pressure."

In the words of one board member, "Individual, inalienable rights once relinquished can seldom be recaptured."

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

GEORGE W. WATTS
CITY MANAGER

March 23, 1959

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

The City Council, myself and staff have for some time tried to come to an agreement for the terms of the contract between the City and the proposed architect for the new library, Mr. Francis J. McCarty.

To date, the City Attorney and I have encountered much opposition with Mr. McCarty. Mr. Paul Hupf and I submitted an agreement to Mr. McCarty which we felt would cover this project. In return we received a revision of the agreement. The City will not enter into this revised agreement.

At the Study Session of the City Council last evening, Mr. Hupf and I brought this to the attention of the Council. The decision of the City Council, City Attorney, myself and staff on the matter is in complete agreement; that decision being that we change architects in order to get this job done immediately. The City Council is hoping that you will not feel to badly about their decision.

Mr. Gordon Phillips, San Rafael architect, has just completed the San Rafael Library and is available to start our library immediately.

It is with deep regret that we feel Mr. McCarty's attitude has not been what we expected. I should like to discuss this with the Commission, and if you desire Mr. Hupf to attend this discussion, let me know and I will arrange for him to do so.

Yours truly,

George W. Watts

George W. Watts
City Manager

GWW:eo

March 31, 1959

City Council,
via City Manager's Office
City Hall,
75 Wellington Avenue
Daly City, California

Gentlemen:

The Daly City Public Library Commission, through its chairman, has received a letter from the City Manager regarding the selection of an architect for the Westlake library. This letter contains statements that need clarification.

The letter from Mr. Watts states "The City Council, myself, and staff have for some time tried to come to an agreement for the terms of the contract between the City and the proposed architect for the new library, Mr. Francis J. McCarty." As far as the Commission is aware the City Council has not been involved in any of the very limited contacts to date between Mr. McCarthy and the City Manager and City Attorney. The letter further states "to date, the City Attorney and I have encountered much opposition with Mr. McCarty. Mr. Paul Hupf and I submitted an agreement to Mr. McCarty which we felt would cover this project. In return we received a revision of the agreement. The City will not enter into this revised agreement."

In order to clarify the situation and to place some of the above statements by the City Manager in their proper perspective, the sequence of events from the first contact with McCarthy as prospective architect is outlined below:

October 22, 1958	Interview with Watts, Calhoun and Chandler
November 12, 1958	Interview with Library Commission
December 5, 1958	Letter sent giving recommendation of McCarthy by Library Commission
January 14, 1959	McCarthy attended meeting of Library Commission
January 22, 1959	McCarthy present at City Council Study meeting
February 11, 1959	McCarthy attended meeting of Library Commission
February 16, 1959	Meeting of Hupf, Watts and Chandler with McCarthy
March 2, 1959	City's draft of agreement received by McCarthy
March 5, 1959	Revised agreement returned by McCarthy (at Hupf's request to save a meeting). On same day photographs of the library site were taken and McCarthy talked with Calhoun regarding the site survey.

March 11, 1959	McCarthy attended Library Commission meeting
March 13, 1959	McCarthy went on library inspection trip down peninsula with Chandler and Mrs. Hanselman.
March 23, 1959	Letter by City Manager written (quoted in part above).

Between February 16 and March 2, 1959 a number of meetings between Hupf and McCarthy were made and then cancelled. No contact between the city and McCarthy was apparently made after the revised draft of the agreement was returned by McCarthy.

In view of the above events, the statements that "The City Council, myself and staff have for some time tried to come to an agreement etc" and that "To date, the City Attorney and I have encountered much opposition with Mr. McCarty etc" are not substantiated. There actually has been no real negotiation or discussion of the agreement or contact between interested parties, but merely an arbitrary rejection with no explanation. As far as the Library Commission is aware there has not been "much opposition" on the part of McCarthy.

In the aforementioned letter it was also stated that "The City Council is hoping that you will not feel too badly about their decision" (to change architects). It seems to us that this is a rather odd manner to deal with the deliberations of a city-appointed Commission. The letter's next paragraph states "Mr. Gordon Phillips, San Rafael architect, has just completed the San Rafael Library and is available to start our library immediately." Are we to imply from this statement that the City Council and City Manager have already made their choice for an architect and are taking this means to inform the Library Commission of their decision? Or is it only the decision of the City Manager in the matter?

Finally the letter states "It is with deep regret that we feel Mr. McCarty's attitude has not been what we expected." The question can then be asked "What attitude have the City Manager and Attorney expected?" Did they think or expect that they would make up an agreement and this would be accepted in toto by McCarthy with no suggestions for changes in meaning, wording or content, etc.? In view of the many revisions and negotiations which apparently took place between architect and city officials for other city buildings, such as the proposed new firehouse, it seems rather odd to expect acceptance of a first draft of an agreement.

With regard to the actual contract drawn up by the City Attorney and revised by McCarthy, one of the chief points of difference is apparently the payment schedule for the architect's fees. On the basis of the proposed cost of the library as given in the City Attorney's draft of the agreement, the architect's fees would be eight (8) percent of $155,000 or $12,400. The differences in the two payment schedules as given in the original and revised drafts are given below:

Stage of work	Total portion of payment	City Draft	Total portion of payment	Revised Draft
Preliminary drawings	20%	$2480.00	25%	$3100.00
50% completion of drawings	40%	4960.00	45%	5580.00

Completion of drawings	-	-	70%	$8680.00
At bidding	80%	9920.00	80%	9920.00
50% completion of construction	90%	11,160.00	90%	11,160.00
Completion of construction	100%	12,400.00	100%	12,400.00

Looking at the two payment schedules objectively and fairly, one sees that the chief point of disagreement is whether up to the time of submission of bids the city will pay the architect $4960.00 or $8680.00, that is a difference of $3720.00. On completion of the working drawings, the city will have in its possession a set of drawings which represent a major part of an architect's job and which the city could use as it sees fit at any time. Is it reasonable to expect to pay only 40% for a completed major portion of a job? It is the understanding of the Commission that for other library projects built in recent years the proposed revised schedule has been used or is a minimum one? On other jobs up to 75% of the total fee has been paid on completion of the working drawings. Library consultants of repute in this area have also stated that this proposed payment schedule is a reasonable one.

Another point of apparent difference between the two drafts of the agreement is in the wording in paragraph 3d:"... and provide constant supervision of the work of construction, ... " which were revised to state ... provide general administration of the construction contract including: supervision of the work generally and provide technical direction to a full time project inspector, "clerk of the works, ... " Are the City Manager and City Attorney worried that the architect will not adequately supervise his project, and that he will not take proper steps to see that the building is erected according to his specifications in the working drawings? Is it reasonable to expect an architect, who has built and is building other libraries, and who has a reputation to uphold and maintain, will give slipshod supervision and allow an inferior or defective building to be erected which in the end will boomerang back to him and do irreparable damage to his prestige as an architect of good libraries?

On the basis of discussions with librarians, library consultants, State library personnel, and on the basis of qualifications and experience, McCarthy has been chosen by the Library Commission as an architect who is most likely to give Daly City citizens the most use of the available space and available money and provide the best library possible under the circumstances. McCarthy is a consultant to the State Library on library construction, he is on the staff of Stanford University with respect to library architecture and he has designed and is designing and supervising the construction of of many libraries in the Bay Area and neighboring counties. He has shown an active interest in our problems and has already spent much time on our proposed library in Westlake. Are the city and its citizens going to lose out and not have the most use of its available space and money spent because of a difference in fee payment of $3720.00? Is this amount of money, small in proportion to the total cost of the project, going to result in the library patrons not getting as functional and as pleasing a library as they possibly could have obtained, if reasonableness and objectivity were not allowed to enter the picture?

The Library Commission understandingly is very concerned about this matter and the apparent attempt to becloud the issue. We have given considerable thought to this matter and have taken our responsibility very seriously. It is hoped that the City Council will recognize these efforts and will come to a favorable decision on the choice of a good architect, and that it will not act hastily or arbitrarily to the detriment of all citizens of Daly City who are interested in improving and extending library services in our community. The Commission will be pleased to meet with the City Council to expedite the matter to enable work to proceed at their convenience, if such be their desire.

Respectfully submitted,

Daly City Library Commission,

Lionel Farber, Chairman

11/22/58 Interview Watts – Calhoun – Chandler

11/12/58 Library Board Int.

12/5/ Letter on recomend from L Board

1/13/59 Letter on appointment from Watts

1/14 – attended Lib Bd meeting

1/22/ City Council work meeting

2/11/59 – Lib Board meeting

2/16/59 – Meeting Hupf – Watts & Chandler on agreement.

3/2/59 Read Loyd of agreement.

3/5/59 Returned revised agreement at Hupf request to have a meeting.

Photos of site – talked to Calhoun & Lemmon

3/11/59 Library Board meeting

3/13/59 Personal trip with Hovalmon Chandler.

20H

15 5000
8
12 4000

= 10400 4550 20

5852

5/13000
2600
3250

40 x 130 = 5200
45 x 130 / 100 = 10 x 13000 / 100
45
130
13.5.0
5850
3250
0

Proposed Scheduled Payment

	Preliminary drawings	50% completion	at bidding	90% complete	Complete
City's Draft	$2600.00	$2600	4550	1300	1300
Architect's Revised Draft	$3250.00	$2600			

12400 / 5 = 2480
6200 / 4960
8680 / 1240
3720

	Total portion	City	Total Portion	Revised
Prelims. drawings	20%	2480	25%	3100
50% of drawings	40	4960	45	4480
Completion of drawings	—	—	70	8680
Obtaining bidding	80	9920	80	9920
50% of completion of construction	90	11160	90	11160
Completion of construction	100	12400	100	12400

12,400

2600
2600
4550
1300
1360
13350

155000 / 8 = 12400.0

20 x 12400 / 100 = 2480
90 x 12400 / 100 = 11160
70 x 12400 / 100 = 8680
80 x 12400 / 100 = 9920

3100
558 0

RECEIVED

MAR - 2 1959

FRANCIS JOSEPH McCARTHY
ARCHITECT

AGREEMENT

THIS AGREEMENT, made and entered into at and in the City of Daly City, this ____ day of _____, 1959, by and between the CITY OF DALY CITY, a municipal corporation, hereinafter referred to as "CITY", and JOSEPH FRANCIS McCARTHY, hereinafter designated as "ARCHITECT", whose place of business is 693 Mission Street, San Francisco 5, California;

WITNESSETH:

WHEREAS, the City Council of the City of Daly City desires to construct a library of approximately 7,000 to 7,500 square feet on property owned by the City on Southgate Avenue and approximately opposite Windsor Drive; and

WHEREAS, it has been determined that it is to the best interest of the CITY to employ the services of an architect to prepare plans and specifications for the construction of a building and appurtenant facilities as generally described hereafter.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. ARCHITECT shall prepare schematic design studies, site utilization plan, floor plans, elevations and other design development documents, and generally speaking, all plans, specifications and estimates required for a library building of approximately 7,000 to 7,500 square feet with necessary appurtenant facilities consisting of, but not limited to, built-in shelving, desks and rooms for various purposes reasonably required in a library building.

2. CITY will furnish to ARCHITECT ~~data and information on soil tests and~~ a survey of the site on which said library building will be placed, Soil test or testpits to determine the sub-soil condition.

3. ARCHITECT shall:

(a) Complete schematic drawings and preliminary design

and preliminary estimate of cost within sixty (60) days after execution of this contract.

(b) Complete final construction plans and specifications and final estimates of cost within sixty (60) calendar days after the approval of the preliminary design by the City Council of the City of Daly City. In this connection, ARCHITECT understands and recognizes that the maximum sum budgeted by the CITY for the construction of said library building, including the cost of necessary built-in shelving and equipment and site work, exclusive of ARCHITECT'S fee and the cost of movable furniture, is the sum of ONE HUNDRED FIFTY FIVE THOUSAND Dollars ($155,000), and ARCHITECT further understands that the provisions of the capital outlay program of CITY are severely limited by reason of CITY policy.

(c) Prepare forms for proposal and preparation of bids and other necessary contract documents for the construction work, subject to the approval of the City Attorney.

(d) In connection with the award of the contract, to prepare large scale details as needed, check shop drawings, issue certificates of payment and verification of construction accounts, and provide constant supervision of the work of construction, as well as make periodic reports to the City Council of the City of Daly City.

(e) Check all claims made by the contractor; order correction and removal of all defective work and materials, and the removal of all work and materials which do not strictly conform to the plans and specifications.

(f) Employ at his own expense all mechanical, structural, electrical, and/or other consulting engineers necessary in connection with the preparation of the drawings and specifications, and the supervision of the erection of, and completion of, the building. Such engineers shall be employees of the ARCHITECT and not the CITY.

(g) Upon written request of the CITY, to recommend to and direct the General Contractor that action be taken to correct such defects in workmanship and materials as may be discovered after acceptance of the work or construction prior to expiration of guarantee period.

(h) Within a period of thirty (30) days after completion of the work of construction, ARCHITECT shall deliver to the CITY the original tracings of the plans with any and all corrections showing the building ~~or buildings~~ as finally constructed.

(i) Provide the necessary reproduction of sketches, working drawings, and specifications needed for the preparation of work and use of all the engineers and other architects and employees retained by him on the work, for use by the CITY ~~to~~ study checking. ARCHITECT shall in addition, furnish ten (10) sets of complete plans for prospective bidders, ~~and as many sets of specifications as required~~. Architect shall be reimbursed the cost of reproducting. Additional sets if required they are

(j) Perform such other duties as may be necessary and which are usually performed by an architect, and are necessary for the successful completion of the work of construction.

4. ARCHITECT agrees to perform all the work specified in this agreement for a fee equal to eight per cent (8%) of the final cost of the contract for the construction of the building, fixed furniture and equipment, and appurtenant facilities which are part of the basic contract of construction, and this fee shall constitute the full cost to the CITY for all services set forth herein, including travel and other incidental expenses incurred in the performance of the specified work. Deductive change orders and/or Alternates

5. Payment shall be made by CITY in the manner following:

(a) Upon completion and approval of preliminary drawings and estimates of cost by the CITY, there shall be paid to ARCHITECT a sum equal to twenty five per cent (25%) of his fee based

on the preliminary estimate of cost.

(b) When fifty per cent (50%) of the final drawings and specifications have been completed, there shall be paid to ARCHITECT an additional sum sufficient to increase the total payment with respect to his fee, to forty per cent (45%) of the total fee, based upon preliminary estimate of cost.

(c) Upon receipt of bids pursuant to published notice, if the lowest responsible bid as determined by CITY is within the limitations specified in paragraph 14, there shall be paid an additional sum sufficient to increase the total payment with respect to ARCHITECT'S fee, to eighty per cent (80%) of the total fee, based on the ~~final estimate of cost~~ lowest bonafide bid.

(d) When the construction is fifty per cent (50%) complete, ~~as determined by CITY~~, there shall be paid an additional sum sufficient to increase the payment to ninety per cent (90%) of the total fee of ARCHITECT, based upon the contract price of the project.

(e) When the construction is completed and accepted by the CITY, and the ARCHITECT ~~has corrected and furnished~~ has complied with paragraph 3(h) "as built" ~~plans~~, the ARCHITECT shall be paid the balance of his fee.

6. The work of ARCHITECT shall be subject to review and inspection by CITY at all times. Conferences between CITY and ARCHITECT shall be arranged as the work progresses so that CITY is fully informed as to work and its expected cost, and to the end that decisions and various alternates in methods may be made expeditiously as possible. In this connection, ARCHITECT shall designate a reasonable representative and alternate through whom the CITY can maintain contact at all times during the performance of the work under this contract. CITY shall designate a representative and alternate through whom ARCHITECT can maintain contact at all times, which person, unless otherwise designated,

shall be the City Manager of the City of Daly City.

7. ARCHITECT undertakes and agrees to perform the required work in a diligent and competent manner. ~~Failure of the ARCHITECT to perform in accordance with the terms of this contract as determined by the CITY may be deemed sufficient cause for termination of this contract.~~

8. CITY may, from time to time, by written order, make any changes in this contract which either increase or decrease the services hereunder. If such changes cause an increase or decrease in the services required under this contract, or in the time required for its performance, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. No modification of this contract shall be effective unless and until it is made in writing.

9. (a) The services of ARCHITECT are personal in character, and this contract cannot be assigned, sublet or transferred without permission of CITY. In the event of the death of ARCHITECT, or such disability on his part as would prevent performance of this contract, this contract shall immediately cease and terminate. The CITY shall be liable only to the extent of the reasonable value of services rendered by ARCHITECT prior to his death.

(b) This agreement may be terminated by either party upon written notice to the other party, in the event of a failure of performance by such other party, or if the CITY, by resolution of the City Council, should deem it necessary or desirable to abandon or indefinitely postpone the completion of said library. ~~In the event of such termination, CITY shall be liable only to the extent of the reasonable value of services rendered by ARCHITECT prior to termination.~~

(c) Whether this contract is terminated by death or for other cause, any and all plans and specifications submitted to

CITY prior to termination, shall be and remain the property of CITY.

10. ARCHITECT shall indemnify and save harmless the CITY and its members and all officers, employees, agents and servants of CITY and defend them or all of them against claims of all kinds resulting from negligence of ARCHITECT, including claims of damages to persons resulting from, and during, the performance of this contract, and claims due to errors and omissions in the plans and specifications prepared by ARCHITECT.

11. All reports, tracings, drawings and specifications prepared by ARCHITECT in performance of this contract shall become the property of CITY on payment for the work performed as specified herein.

12. ~~Every employer of labor performing or providing services to be performed, or provided under this agreement,~~ The architect shall carry and pay for such Workmen's Compensation Insurance as is necessary fully to indemnify himself and protect ~~the~~ his employees under the Workmen's Compensation and Insurance Law of the State of California. ~~Appropriate certificates shall be filed with the CITY in this connection.~~

13. Time is of the essence of this agreement.

14. ARCHITECT shall ~~draw~~ prepare the working drawings the complete and final plans and specifications so that it will be possible for CITY to obtain bids for such work, ~~and~~ in the event the lowest responsible bid received within ninety (90) days from the date of approval of the complete final plans and specifications by the CITY shall exceed by ten per cent (10%) the sum specified in paragraph 3(b), it is agreed that the drawings and specifications are to be redrawn and revised once at the expense of ARCHITECT if so directed by the

so as to reduce the estimated construction contract cost sufficiently to permit the receipt of new bids

CITY, ~~so that a responsible bid~~ within the estimate plus ten per cent (10%) thereof, ~~be obtained.~~

IN WITNESS WHEREOF, the parties hereto affixed their signatures the day and year first above written.

CITY OF DALY CITY

By: _____
Mayor

By: _____
City Clerk

~~Joseph~~ Francis McCarthy, Architect

Redraft sent to Hupf 2/5/59

AGREEMENT

THIS AGREEMENT, made and entered into at and in the City of Daly City, this _____ day of _____, 1959, by and between the CITY OF DALY CITY, a municipal corporation, hereinafter referred to as "CITY", and FRANCIS JOSEPH McCARTHY, hereinafter designated as "ARCHITECT", whose place of business is 693 Mission Street, San Francisco 5, California;

WITNESSETH:

WHEREAS, the City Council of the City of Daly City desires to construct a library of approximately 7,000 to 7,500 square feet on property owned by the City on Southgate Avenue and approximately opposite Windsor Drive; and

WHEREAS, it has been determined that it is to the best interest of the CITY to employ the services of an architect to prepare plans and specifications for the construction of a building and appurtenant facilities as generally described hereafter.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. ARCHITECT shall perform, subject to the provisions of this agreement, professional services as hereinafter set forth for a library building of approximately 7,000 to 7,500 square feet with necessary appurtenant facilities consisting of, but not limited to, built in wall shelving, charging desk and rooms or space for various purposes reasonably required in a library building.

2. CITY will furnish to ARCHITECT a complete and accurate survey of the site on which said library building will be placed, soil test or test pits to determine the sub-soil condition.

3. ARCHITECT'S professional service shall consist of the following:

(a) All necessary conferences, preparation of preliminary

drawings and site utilization plan together with a general description of the proposed construction and preliminary estimate of the cost of the work. The above is to be completed within sixty (60) days after execution of this contract.

(b) Preparation of working drawings and specifications, the contract documents appurtaining thereto and a final estimate of cost within sixty (60) calendar days after the approval of the preliminary design by the City Council of the City of Daly City.

(c) In this connection, ARCHITECT understands and recognizes that the maximum sum budgeted by the CITY for the construction of said library building, including the cost of necessary built-in shelving and equipment and site work, exclusive of ARCHITECT'S fee, "Clerk of the Works", and the cost of movable furniture, is the sum of ONE HUNDRED FIFTY FIVE THOUSAND Dollars ($155,000), and ARCHITECT further understands that the provisions of the capital outlay program of CITY are severely limited by reason of CITY policy.

CITY understands that the architectural solution must be based upon a balance between quality and scope as related to cost of the work, and that the ARCHITECT must be given freedom in at least one of these to meet any fixed requirements.

(d) Prepare forms for proposal and advertisement for bids and other necessary contract documents for the construction work, subject to the approval of the City Attorney and performance of services in connection with the award of contracts.

(d) In connection with the construction of the building, provide general administration of the construction contract including:

Supervision of the work generally and provide technical direction to a full time project inspector, "clerk of the works", to be employed by the CITY, if deemed necessary by the ARCHITECT and CITY.

Keep the CITY informed of the progress of construction.

Check and approve shop drawings and schedules for compliance

with design; approve substitutions of materials, equipment and laboratory reports.

Maintain construction accounts; prepare change orders for written approval of the CITY; examine contractor's applications for payment; issue certificates for payment in amounts approved by the ARCHITECT.

Provide a color schedule of all materials in the project for CITY'S review and approval.

Supervise the inspector or contractor in the preparation of a marked set of prints indicating dimensioned locations of all buried or concealed utility lines. Prints to be delivered to the CITY upon completion of the work.

Determine date of substantial completion; make final inspection of the project, assemble written guarantees, instruction books, diagrams and charts required of the contractors and issue the ARCHITECT'S certificate of completion and final certificate of payment to the contractor.

(e) The ARCHITECT will endeavor to secure compliance by contractors with the contract requirements but he does not guarantee the performance of their contracts.

(f) The ARCHITECT, as part of his basic professional services, will make an inspection prior to the expiration of the contractor's guarantee period and report on observable defects of materials and workmanship requiring correction by the contractor under his contract.

(g) Employ at his own expense all mechanical, structural, electrical, and/or other consulting engineers necessary in connection with the preparation of the drawings and specifications, and the supervision of the erection of, and completion of, the building. Such engineers shall be employees of the ARCHITECT and not the CITY.

(h) Within a period of thirty (30) days after completion of the work of construction, ARCHITECT shall deliver to the CITY

the original tracings of the plans with any and all corrections showing the building and utilities as finally constructed.

(i) Provide the necessary reproduction of sketches, working drawings, and specifications needed for the preparation of work and use of all the engineers and other architects and employees retained by him on the work, and for use by the CITY to study checking. ARCHITECT shall in addition, furnish ten (10) sets of complete plans and specifications for prospective bidders and use in construction. ARCHITECT shall be reimbursed the cost of reproducing additional sets if they are required.

(j) Perform such other duties as may be necessary and which are usually performed by an architect, and are necessary for the successful completion of the work of construction.

4. ARCHITECT agrees to perform all the work specified in this agreement for a fee equal to eight per cent (8%) of the final cost of the contract for the construction of the building, fixed furniture and equipment, and appurtenant facilities which are part of the contract of construction, and this fee shall constitute the full cost to the CITY for all services set forth herein, including travel and other incidental expenses incurred in the performance of the specified work.

Deductive change orders and/or alternates shall not change the cost of the project insofar as determining the ARCHITECT'S compensation provided further that during the construction phase the ARCHITECT'S compensation shall be based upon only that portion of the work certified complete.

5. Payment shall be made by CITY in the manner following:

(a) Upon completion and approval of preliminary drawings and estimates of cost by the CITY, there shall be paid to ARCHITECT a sum equal to twenty-five per cent (25%) of his fee based on the preliminary estimate of cost.

(b) When fifty per cent (50%) of the final drawings and specifications have been completed, there shall be paid to ARCHITECT

an additional sum sufficient to increase the total payment with respect to his fee, to forty-five per cent (45%) of the total fee, based upon preliminary estimate of cost.

(c) When the working drawings and specifications have been completed and approved by the CITY, there shall be paid to ARCHITECT an additional sum sufficient to increase the total payments with respect to his fee, to seventy per cent (70%) of the total fee based upon the final estimate of cost.

(d) Upon receipt of bids pursuant to published notice, if the lowest responsible bid as determined by CITY is within the limitations specified in paragraph 14, there shall be paid an additional sum sufficient to increase the total payment with respect to ARCHITECT'S fee, to eighty per cent (80%) of the total fee, based on the lowest bona fide bid.

(e) When the construction is fifty per cent (50%) complete, there shall be paid an additional sum sufficient to increase the payment to ninety per cent (90%) of the total fee of ARCHITECT, based upon the contract price of the project.

(f) When the construction is completed and accepted by the CITY, and the ARCHITECT has complied with paragraph 3 (h), the ARCHITECT shall be paid the balance of his fee.

(g) No deduction shall be made from the ARCHITECT'S fee on account of penalty, liquidated damages or other sums withheld from payments to contractors.

6. The work of ARCHITECT shall be subject to review and inspection by CITY at all times. Conferences between CITY and ARCHITECT shall be arranged as the work progresses so that CITY is fully informed as to work and its expected cost, and to the end that decisions and various alternates in methods may be made expeditiously as possible. In this connection, ARCHITECT shall designate a responsible representative and alternate through whom the CITY can maintain contact at all times during the performance of the work under this contract. CITY shall designate a representative and alternate through whom ARCHITECT can maintain contact

at all times, which person, unless otherwise designated, shall be the City Manager of the City of Daly City.

7. With the execution of the agreement, ARCHITECT undertakes and agrees to perform the required work in a diligent and competent manner, in accordance with the terms of this agreement.

8. No modification of this contract shall be effective either to increase or decrease the services hereunder unless and until it is made in writing and executed by both parties.

9. (a) The services of ARCHITECT are personal in character, and this contract cannot be assigned, sublet or transferred without permission of CITY. In the event of the death of ARCHITECT, or such disability on his part as would prevent performance of this contract, this contract shall immediately cease and terminate. The CITY shall be liable only to the extent of the reasonable value of services rendered by ARCHITECT prior to his death.

(b) This agreement may be terminated by either party upon written notice to the other party, in the event of a substantial failure of performance by such other party, or if the CITY, by resolution of the City Council, should deem it necessary or desirable to abandon or indefinitely postpone the completion of said library. In the event of such termination, the CITY shall pay to the Architect as full payment for all services performed and all expenses incurred under this agreement an amount which bears the same ratio to the total fee otherwise payable under this agreement as the services actually rendered hereunder by the ARCHITECT bear to the total services necessary for the full performance of this agreement. There shall be deducted from such amount, however, all payments theretofore made by the CITY under this agreement to the ARCHITECT. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both complete work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the CITY or in the possession of the Architect.

(c) Whether this contract is terminated by death or for other cause, any and all plans and specifications submitted to CITY prior to termination, shall be and remain the property of CITY.

10. ARCHITECT shall indemnify and save harmless the CITY and its members and all officers, employees, agents and servants of CITY and defend them or all of them against claims of all kinds resulting from negligence of ARCHITECT.

11. All reports, tracings, drawings and specifications prepared by ARCHITECT in performance of this contract shall become the property of CITY on payment for the work performed as specified herein.

12. The ARCHITECT shall carry and pay for such Workmen's Compensation Insurance as is necessary fully to indemnify himself and protect his employees under the Workmen's Compensation and Insurance Law of the State of California.

13. Time is of the essence of this agreement.

14. ARCHITECT shall prepare the working drawings and specifications so that it will be possible for CITY to obtain bids for such work. If bids are received within ninety (90) days from the date of approval of the working drawings and specifications and the lowest bona fide bid exceeds by ten per cent (10%) the sum specified in paragraph 3(b), the Architect shall, upon request and at no additional expense to the CITY, revise the construction documents sufficiently to reduce the contract price to permit the receipt of new bids to within ten per cent (10%) of said sum.

IN WITNESS WHEREOF, the parties hereto affixed their signatures the day and year first above written.

CITY OF DALY CITY

By: _____
Mayor

By: _____
City Clerk

Francis Joseph McCarthy, Architect

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
March 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Maude Hanselman

MEMBERS ABSENT: Desmond Epidendio

GUESTS: Mrs. Calhoun, Sam Chandler, Librarian, Francis McCarthy, Architect

The regular monthly reports were received and discussed.

Mr. McCarthy met with Mr. Watts and Mr. Hupf to iron out some necessary revisions in his contract. It has now been signed by Mr. McCarthy and returned to the city. Mr. Hupf expects the Council to sign it so on.

Mr. Chanler, Mr. McCarthy, and Maude Hanselman will visit the Menlo Park and Palo Alto libraries on Friday at 1 P. M.

The usual procedure for withdrawing from the County is going ahead on schedule. Several meetings have been held with Miss Ross, Mr. Chandler and city officials. A meeting in April is scheduled with Mr. Stallings, Mr. Chandler, Mr. Watts and Miss Ross.

The Commission members discussed ways and means of acquiring replacement of the county books.

When property for a new Civic Center is purchased, the Commission members wish to go on record as in favor of acquiring and setting aside sufficient land at the same time for a new library.

Mr. Chandler told the Commission that it is increasingly hard for one person to handle either library alone at night, therefore, he is asking for $5,000 more for salaries in the next budget. The board feels that the library personnel should all have salary increases. Mr. Chandler was asked to secure information regarding other city employee salaries to use as a guide to bring library rates in line with other city personnel.

No stand was taken by the Commission on the California Public Library Commision bill at the present time.

The Commission believes that the Friends of the Library can do much to help pass the Daly City Sales Tax which will come up for a vote in May. This particular tax money is needed in order to complete the allotted amount for the Westlake Library.

There being no further business the meeting was adjourned.

MAUDE HANSELMAN
Secretary

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

February, 1959

BOOK STOCK:

Books added, February 1-28, 1959	324	
Books discarded, February 1-28, 1959	8	
Net gain	316	
Book stock, Jan. 31, 1959	17,750	
Book stock, Feb. 28, 1959	18,066	D.C. books only.

NEW BORROWERS REGISTERED:

	February, 1958	February, 1959
Adult resident	77	35
Adult non-resident	32	4
Juvenile resident	38	55
Juvenile non-resident	23	4
Total registrations	170	98

REREGISTRATIONS:

Adult	6	11
Juvenile	5	14
Total reregistrations	11	25

WITHDRAWALS:

	January, 1959	February, 1959
Adult	73	48
Juvenile	34	31
Total withdrawals	107	79

Total number withdrawals up to February 28, 1959.....8,429.

FINES:

Daily fines.....	$243.97
Lost books.....	3.18
Total fines.....	$247.15

Days open....22. Reference questions...224.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	February, 1958		February, 1959	
Adult fiction (city)	1,397		1,658	
Adult fiction (county)	377		166	
Total adult fiction		1,774		1,824
Adult non-fiction (city)	1,394		1,424	
Adult non-fiction (county)	226		162	
Total adult non-fiction		1,620		1,586
McNaughton titles (county)	158		188	
Total adult circulation		3,552		3,598
Juvenile (city)	2,336		2,913	
Juvenile (county)	201		114	
Total juvenile circulation		2,537		3,027
Periodicals	472		424	
Pamphlets	14		22	
Pictures	380		266	
Records	---		11	
State and Interlibrary loans	19		32	
Total		885		755
Total circulation		6,974		7,380

Total circulation of County books (662) represents 9.4% of the total circulation for the month of February, 1959.

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	February, 1958	February, 1959
Adult resident	67	50
Adult non-resident	6	13
Juvenile resident	22	36
Juvenile non-resident	5	12
Total registrations	100	111

REREGISTRATIONS:

Adult	3	6
Juvenile	4	10
Total reregistrations	7	16

WITHDRAWALS:

	January, 1959	February, 1959
Adult	51	30
Juvenile	11	9
Total withdrawals	62	39

Total number withdrawals up to February 28, 1959.....5,766.

FINES:

Daily fines.....$123.46
Lost book..... 3.35

Total fines.....$126.81

Days open.....22. Reference questions.....65.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	February, 1958		February, 1959	
Adult fiction (city)	164		466	
Adult fiction (county)	1,382		1,676	
Total adult fiction		1,546		2,142
Adult non-fiction (city)	165		221	
Adult non-fiction (county)	750		995	
Total adult non-fiction		915		1,216
McNaughton titles (county)	248		203	
Total adult circulation		2,709		3,561
Juvenile (city)	2,086		2,271	
Juvenile (county)	909		943	
Total juvenile circulation		2,995		3,214
Periodicals	386		480	
Pamphlets	13		5	
State and Interlibrary loans	11		5	
Total		410		490
Total circulation		6,114		7,265

Total circulation of County books (4,307) represents 59.2% of total circulation for the month of February, 1959.

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

January, 1959

BOOK STOCK:

Books added, January 1-31, 1959	309	
Books discarded, January 1-31, 1959	19	
Net gain	290	
Book stock, Dec. 31, 1958	17,460	
Book stock, Jan. 31, 1959	17,750	D.C. books only

NEW BORROWERS REGISTERED:

	January, 1958	January, 1959
Adult resident	58	65
Adult non resident	6	10
Juvenile resident	42	91
Juvenile non resident	4	7
Total registrations	110	173

REREGISTRATIONS:

Adult	8	18
Juvenile	14	28
Total reregistrations	22	46

WITHDRAWALS:

	December, 1958	January, 1959
Adult	52	73
Juvenile	23	34
Total withdrawals	75	107

Total number withdrawals up to Jan. 31, 1959.....8,410.

FINES:

Daily fines.....	$271.57
Lost books.....	15.08
Total fines.....	$286.65

Days open.....26. Reference questions.....258.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	January, 1958		January, 1959	
Adult fiction (city)	1,354		1,859	
Adult fiction (county)	443		271	
Total adult fiction		1,797		2,130
Adult non fiction (city)	1,296		1,922	
Adult non fiction (county)	210		262	
Total non-fiction		1,506		2,184
McNaughton titles (county)	168		212	
Total adult circulation		3,471		4,526
Juvenile (city)	1,886		3,371	
Juvenile (county)	174		204	
Total juvenile circ.		2,060		3,575
Periodicals	529		554	
Pamphlets	25		79	
Pictures	285		403	
Records	—		8	
State and interlibrary loans	24		35	
Total		863		1,079
Total circulation		6,394		9,180

Total circulation of County books (984) represents 10.7% of the total circulation for the month of January, 1959.

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	January, 1958	January, 1959
Adult resident	61	104
Adult non resident	11	13
Juvenile resident	48	73
Juvenile non resident	25	05
Total registrations	145	195

REREGISTRATIONS:

Adult	2	12
Juvenile	2	15
Total reregistrations	4	27

WITHDRAWALS:

	December, 1958	January, 1959
Adult	52	51
Juvenile	23	11
Total withdrawals	75	62

Total number withdrawals up to Jan. 31, 1959.....5,710.

FINES:

Daily fines.....$139.67
Lost book..... 2.95

Total fines.....$142.62

Days open.....26. Reference questions...64.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	February, 1958		January, 1959	
Adult fiction (city)	191		423	
Adult fiction (county)	1,558		2,198	
Total adult fiction		1,749		2,621
Adult non-fiction (city)	154		173	
Adult non-fiction (county)	792		1,073	
Total adult non-fiction		946		1,246
McNaughton titles (county)	247		90*	
Total adult circulation		2,942		3,957

*Westlake-Broadmoor McNaughtons were included in the count for County fiction from 1/1-20/59. After it was found that the City was not following the new County counting procedure, a return to the separate McNaughton count was made on 1/21/59. (J.B.J.)

Juvenile (city)	2,189		2,520	
Juvenile (county)	934		980	
Total Juvenile circulation		3,123		3,500.
Periodicals	539		641	
Pamphlets	8		5	
State and Interlibrary loans	5		19	
Pocket books				
Total		552		665
Total Circulation		6,617		8,122

The total circulation of County books (5,006) represents 61.6% of total circulation for the month of January, 1959.

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

November , 1958

BOOK STOCK:

Books added, November 1-30, 1958	134
Books discarded, November 1-30, 1958	25
Net gain	109
Book stock, Oct. 31, 1958	16,995
Book stock, Nov. 30, 1958	17,104 Daly City books only.

NEW BORROWERS REGISTERED:

	Nov., 1957	Nov., 1958
Adult-resident	65	66
Adult-non resident	7	7
Juvenile-resident	56	89
Juvenile-non resident	5	3
Total registrations	133	165

REREGISTRATIONS:

Adult	7	12
Juvenile	21	16
Total reregistrations	28	28

WITHDRAWALS:

	Oct., 1958	Nov.,1258
Adult	83	55
Juvenile	63	32
Total withdrawals	146	87

Total number withdrawals up to Nov., 30, 1958.....8,320.

FINES:

Daily fines	$122.80
Damaged book	1.80
Non-resident fee	3.00
Total fines	$127.60

Days open.....22.

Reference questions...242.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	November, 1957		November, 1958	
Adult fiction (city)	1,242		1,523	
Adult fiction (county)	300		232	
Total adult fiction		1,542		1.755
Adult non-fiction (city)	1,264		1,404	
Adult non-fiction (county)	176		219	
Totaladult non-fiction		1,440		1,623
McNaughton titles (county)	169		202	
Total adult circulation		3,151		3,580
Juvenile (city)	2,122		3,162	
Juvenile (county)	188		204	
Total Juvenile circulation		2,310		3,366
Periodicals	606		508	
Pamphlets	33		13	
Pictures	405		217	
State and Interlibrary loans	29		22	
		1,073		760
Total circulation		6,534		7,706

Total circulation of County books (879) represents 11.4% of the total circulation for the month of November, 1958.

WESTLAKE*BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	November, 1957	November, 1958
Adult resident	73	47
Adult non-resident	23	3
Juvenile resident	37	43
Juvenile non-resident	16	6
Total registrations	149	99

REREGISTRATIONS:

Adult	2	7
Juvenile	1	10
T Total reregistrations	3	17

WITHDRAWALS:	October, 1958	November, 1958
Adult	34	23
Juvenile	15	13
Total withdrawals	49	36

Total number withdrawals up to Nov. 30, 1958.....5,412.

FINES:

Daily fines.....$125.26
Lost books.....

Total fines..... $125.26

Days open.....22.

Reference questions.....47.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	November, 1957		November, 1958	
Adult fiction (city)	203		247	
Adult fiction (county)	1,410		1,449	
Total adult fiction		1,613		1,697
Adult non-fiction (city)	128		144	
Adult non-fiction (county)	622		853	
Total adult non-fiction		750		997
McNaughton titles (county)	209		235	
Total adult circulation		2,572		2,929
Juvenile (city)	2,276		2,500	
Juvenile (county)	1,106		1,130	
Total juvenile circulation		3,382		3,630
Periodicals	408		525	
Pamphlets	5		8	
State and Interlibrary loans	12		26	
Pocket books	644		36	
		425		595
Total circulation		6,379		7,154

The total circulation of County books (4,262) represents 59.1% of total circulation for the month of November, 1958.

Agenda for meeting Approach 11/59

1- Personnel for 1959/60

2- Building Plans
The corner of the lots

3- ~~Libraries~~ Reports ~~—~~
Monthly circulation
County & City dept —

ed from issues of the PUBLISHERS' WEEKLY:

FICTION

ING AND THE LAUGHTER
ave a successful career and is on the
from an overdose of sleeping pills. She
oung doctor is fascinated enough by her to
aighten out her life.

L POST
to a wealthy family of rural New York State
and close-knit family relationships.

IT FIELD
and a boy from New England who stowed
k in 1857, and found an exciting new life
get a home park for Brooklyn.

HE HEART SINGS
whose works shock his staid New Hampshire
ful townspeople. On the same night his
story is told through the eyes of a young

FATHER

650-LIBRARY

DEPARTMENTAL BUDGET REPORT

7-1-58 to 12-31-58

DEPARTMENT _____ PERIOD _____

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
SALARY CONTROL	36,457.00	18,229.00	18,228.00*			18,229.00*
11 Regular Salaries and Wages			.00*	17,147.65		17,147.65
12 Extra Help			.00CR	1,123.64		1,123.64
Total Salaries:	36,457.00	18,229.00	18,228.00*	18,271.29	.00	42.29
EXPENDITURE CONTROL	31,236.64	16,390.64	14,846.00*			16,390.64*
25 Equipment Maintenance Services			.00*	11.40	20.00	31.40
28 Auto Mileages and allowances			.00CR	160.61		160.61
29 Heat, Light, Water and Power			.00CR	472.71		472.71
30 Telephone and Telegraph			.00CR	152.86		152.86
35 Property Rentals			.00CR	1,312.50		1,312.50
41 Stationery, Printing and Office Supplies			.00CR	429.31	17.68	446.99
42 Books and Periodicals			.00CR	1,988.86	3,799.67	5,788.53
43 Postage, Express and Freight			.00CR	17.50		17.50
45 Lumber, Paint and Building Materials			.00CR	44.20	9.68	53.88
51 Laboratory and Chemical Supplies			.00CR	.17		.17
58 Miscellaneous Supplies and Expense			.00CR	48.64	177.70	226.34
72 Dues and Subscriptions			.00CR	77.00		77.00
73 Conference and Traveling Expenses			.00CR	201.20		201.20
Total Expenditures:	31,236.64	16,390.64	14,846.00*	4,916.96	4,024.73	7,448.95*
CAPITAL OUTLAY CONTROL	6,198.13	6,198.13	.00*			6,198.13*
83 Buildings			.00*	338.75		338.75
85 Furniture, Fixtures and Other Equipment			.00CR	672.72	219.96	892.68
Total Capital Outlay:	6,198.13	6,198.13	.00*	1,011.47	219.96	4,966.70*
GRAND TOTALS:	73,891.77	40,817.77	33,074.00*	24,199.72	4,244.69	12,373.36*

DC 42

PROPOSED BUILDING PROGRAM

EXTERIOR ---

The building should be made of durable, easily maintained wall materials.

Should have a look-in window to furnish passerbys a wide view of the library. We do not want this window to be so large it takes up space needed for shelving--nor do we want it to be a maintenance problem.

There should be a book return in the building itself, rather than, in the door.

Provide for flood lights to light entrances, picture window and parking lot.

A refuse can area.

If possible, an exterior window display case--about four by two feet.

Hose bibbs, electrical outlets.

If possible, entrance to janitors room or perhaps a tool chest.

A plaque and, if possible, the Daly City Seal. The plaque should read --

DALY CITY PUBLIC LIBRARY.

INTERIOR ---

The public area and the work room should be free of columns, projections, etc.

We desire adequate acoustical treatment.

Plenty of electrical outlets.

The work room should be flexible so it can be used as future requirements direct. The built-in facilities should be against the walls.

The floors of durable tile.

There should be an adequate furnace.

The lights should be on a master switch that will control every light except a night light and a light over charging desk.

The walls should be covered with hard washable surfaces.

The windows should not take up wall space that can be utilized as shelving or seating space.

I. Reading Room-

Should provide space for:

1. Reading Space--tables and chairs for about thirty-five adult and teen-age readers. It should be arranged so the adult

and teen-agers do not have to be together. Such an arrangement can be affected by use of book stacks and furniture rather than walls.

2. Periodicals--a display rack for shelving seventy current periodicals.

3. Newspapers--a display rack for shelving seven current newspapers.

4. Reference--about thirty standard shelves of reference material.

5. Charging Desk--a charging desk at least fifteen feet by thirteen feet with aisles at least four feet on three sides of it. We should consider having the reserve shelves and reference desk behind the circulation desk. The circulation desk should open into an area in the work room the circulation staff can work and where returned books can be sorted. The circulation desk should be equipped with telephone and electrical outlets and a buzzer connected to the Librarian's office and the work room.

We should consider the advisability of placing the Children's Librarian's desk behind or very near the circulation desk, depending, of course, upon the location of the Children's Room.

6. Stacks--there should be x book stacks to hold 15,000 to 20,000 adult and teenage books. These should be arranged to provide a separate shelving area for teenage books.

7. Dictionary Stand--to hold one unabridged dictionary.

8. Card Catalog--for a card catalog with an ultimate capacity of 120 drawers. We should consider providing a card catalog consultation table.

9. Record Albums--space for shelving one hundred record albums.

10. Index Table--for shelving and using five years accumulation of "Readers' Guide".

11. Listening Table--for a two phonograph listening table. We should consider, however, placing the listening table in the meeting room.

12. Readers Interest Area--for a bulletin board, new books display, and if space permits a display case at least fifteen square feet.

13. Clock--for a clock large enough to be seen from any place in the public area.

14. Arrangement--the reading and stack area should be arranged so an attendant can view all essential portions of the library from the charging desk.

atlas stand and globe
Vertical files
Picture file

15. Wall Shelving--to increase the book capacity, we should be able to shelve books in cases 1' x 3' x 6'10" against a vast majority of the walls.

16. Relationship--there should be direct access to the charging desk, and through it to the work room. There should be direct access to the public toilets, the stack area, the children's area and the meeting room. It is desirable, if possible, to provide access to the Librarian's office.

II. Children's Room-

In planning the children's room, there are at least two alternatives that are worth consideration. One is to have the Children's Room in an area quite apart from the rest of the public area like that in the Middlefield Road Branch of the PaloAlto Public Library and most other new libraries. The other alternative is a sort of Children's Alcove like that ~~[illegible]~~ in the Parkside Branch or even like those in the North Beach and the Marina Branches of the San Francisco Public Library. I prefer, the first alternative.

Regardless of the arrangement, the Children's Room should be free of book stacks or walls that will make supervision from the central charging desk impossible.

1. Charging Desk--the only charging desk should be the main one already described in the material on the Reading Room.

2. Reading Area--Should provide space for tables and chairs for fifteen to twenty children.

3. Stacks--space for a capacity of four to seven thousand children's books. We prefer a central stack area rather than book stacks scattered among the tables and chairs.

Surely as many books as possible should be shelved against the walls. Wall stacks, however, should be no higher than four feet--preferably shorter.

a. Space for a magazine display rack.

b. Vertical file of at least four drawers.

c. Picture rack or three vertical files that will hold the same number of pictures.

4. Children's Librarian's Desk--the location of the desk will depend on the relationship of the Children's Room to the central charging desk. If they are close, the Children's Librarian's desk can be in the charging desk thus making it possible for the Children's Librarian to help with the circulation and reference.

5. Story Hours and similiar meetings can be held in the meeting room at times when the meeting room is free.

III. Work Room-

If space permits, the work room should be divided into a large work room for cataloging, book-processing, mending, storage, receiving, mailing, and etc., and a smaller room for sending overdues, preparing magazines and newspapers for circulation, book sorting, shelving registrations and etc.

IV. Large Room-relationship-

Should be directly accessible from the charging desk, circulation, work room, Librarian's office, staff room, and delivery ramp. Should provide space for ten people and all the equipment and machines they will use to work comfortably.

Should have plenty of wall shelving and storage and plenty of electrical outlets. Should provide space for a shelf list with a capacity for cards for thirty-five thousand books.

Should provide a: Branch telephone
Buzzer outlet
Bulletin board
Clock
Mirror
Supply cupboard
Floor safe
Shelving
Magazine shelving for storing a years accumulation for seventy magazines, delivery table outgoing delivery table, work table.

V. Staff room-relationship-
Should be accessible to the workroom. Should provide an apartment, size refrigerator stove, cupboards, sink and garbage disposal--like those being added to so many new libraries in the Bay Area.

Should be space for a table, 30 x 60 and four chairs, also for a couch, 3' x 6'.

Should have a buzzer connected to circulation desk and work room.

Should have a wardrobe closet large enough to hold ten coats, umbrellas, boots, packages, etc.

VI. Toilets--

Relationship-a man and woman's toilet near the adult reading room and where they can be seen from the charging desk.

a. Woman's Toilet

1. Water closet
2. Lavatory
3. Shelf and mirror
4. Toilet partition
5. Floor drain

b. Men's Toilet

1. Water Closet
2. Full length urinal
3. Shelf and mirror
4. Toilet partition
5. Lavatory

c. Staff Toilets

If space and money permits there should be separate toilets for staff men and women. Perhaps a locked toilet for staff men can be placed in the public men's toilet.

The staff women's toilet should contain:

1. Water closet
2. Lavatory
3. Shelf and mirror
4. Partition

VII. Meeting Room

Should provide space for fifty folding chairs, one conference table, bulletin board for displays around the room, screen, wiring for sound and film, electrical outlets, and a clock.

If the listening tables may be placed in the meeting room, they should be movable or placed in an area where they will not interfere with a meeting.

We should consider a storage closet and projector room.

This should be an inviting room that can be used for a browsing area, story telling, commission meetings and Friends of the Library.

VIII. Lobby-

If the building faces west, two entrances are needed, one ~~xxxx~~ on Southgate, the other across the library near the parking lot.

To conserve space and funds, the parking lot entrance need not have a vestibule, but a vestibule is desired for the Southgate entrance.

Both entrances should have double doors and near the charging desk where they can be monitored by one attendant.

Both entrances at sidewalk level.

IX. Janitor's Room-

Should be centrally located, if possible provide a service sink, mop and broom rack, shelving, floor drain, floor space for equipment.

X. Mechanical Equipment Room-

Should be accessible from outside parking and delivery ramp.

Have large doors for easy installation of equipment.

Should contain the furnace and all connected heating equipment.

Have place for shelves, lockers, and etc.

CAPITAL OUTLAY PROGRAM

3. Should be completed 1959/60

A. A building in the Westlake-Broadmoor Area (Figures based on estimates in Albert Lake - cost analysis of recent Public Buildings in California.)

Building: ~~- at $20.00 per square foot $150,000.~~
- at $18.00 " " " 135,000.

Shelving - 14% of building cost $14,000 at 135,000.

Furniture - 8% of building cost 10,800

Architect - 8% of building cost 10,800

Site development 3,000

Total for new building at $18.00 per sq. ft. 173,600.

To this total must be added $5,000. that was approved on a previous budget for architect fees.

Thus the complete total is: $178,600.

B. In August, 1958, the City Council adopted this program at $18.00, rather than, $20.00 per square foot.

At that time they approved ~~$75,000~~ for the budge year of 1958/59. $69,500

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
February 11, 1959

MEMBERS PRESENT: Dr. Farber and Maude Hanselman

MEMBERS ABSENT: Frank DeMartini, Desmond Epidendio, Dan Casentini

GUESTS: Sam Chandler, Librarian and Francis McCarthy, Architect

The proposed building program for the Westlake Library submitted by Mr. Chandler was discussed item by item with the architect. The contract with Mr. McCarthy has not yet been signed.

Mr. Chandler expressed the hope that the new library would open with approximately 13,000 books.

Miss Ross has made plans to meet with Mr. Watts and Mr. Chandler regarding the withdrawal from county in June.

A letter was received and read by Mr. Chandler from David Sabsay of Santa Rosa describing their withdrawal from the county library. Mr. Chandler suggested that he show this letter to the Council when he meets with them and if acceptable to them that we follow this procedure.

A letter was received from Dan Casentini stating that due to family and business commitments he found it necessary to resign from the Library Commission.

The Commission members directed Mr. Chandler to have the city paint and repair the north wall of the library.

The budget report was received and discussed.

The members present spent some time talking of ways and means and problems pertaining to the library and future relations with the San Mateo County Library and the California State Library.

_____
Maude Hanselman, Secretary

DALY CITY LIBRARY COMMISSION

AGENDA

February 11, 1959

I. Communications

1. Letter from David Sabsay, Librarian of the Santa Rosa Free Library.

2. Letter from Virginia Ross, Librarian of the San Mateo County Free Library, outlining procedures for returning properties of the San Mateo County Free Library.

II. Unfinished Business.

Progress reports on the proposed library in Westlake from Mr. Chandler, City Librarian, and Mr. McCarthy, Architect.

III. New Business.

Report of a meeting to decide the future relations of the Daly City Public Library and the California State Library.

IV. Reports.

Statistics for the month of January Financial Report.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
CITY HALL
January 14, 1959

MEMBERS PRESENT: Dr. Farber, Frank DEMartini, Maude Hanselman

MEMBERS ABSENT: Dan Casentini, Desmond Epidendio

GUESTS: Sam Chandler, Daly City Librarian, Francis Joseph McCarthy, Architect and Mrs. Calhoun, President, Friends of the Library

The regular monthly library report was received from the librarian and was discussed and accepted.

As Mr. McCarthy had come to the meeting directly from the hospital with a broken arm and was anxious to get home, the board immediately discussed the plans for the proposed Westlake Library. Mr. McCarthy also told us of his work and plans for the San Anselmo and Watsonville libraries.

Mr. Chandler reported that after writing three letters to the Council stating that the Commission's choice for the Westlake Library architect was Mr. McCarthy, the Council was willing to accept him. Mr. McCarthy will meet at a study session with the Council on Jan. 22 in order to receive a tentative contract. Mr. Chandler will give Mr. McCarthy a copy of the citizens Fact Finding Report before he begins working on the plans.

Mr. Hupf is in the process of drawing up the legal machinery for withdrawal from the County. There was some discussion regarding this matter also on the budget and future needs for the libraries.

Mr. Chandler explained about the McNaughton plan saying that all best sellers are bought by this Company.

A certain number can be contracted for a specified number of months and as new books are sent to the library, old ones are returned. Any of these books may then be bought for 25% of the price of the new book.

On the subject of gifts to the library, it was thought that book drives contributed mostly duplicates and it was doubtful if they were worth the effort. If groups or individuals were desirous of making gifts to the library, it was suggested that the books be investigated and then only received with the stipulation that the gifts be used as the librarian sees fit. As the library suggests dignity and culture, a better idea would be for a group to ask the librarian to purchase books on a certain subject and for a certain amount they would contribute. Name plates could be used on the books received in this manner.

A letter of commendation was received from Mrs. Moreno saying she appreciated the work of Miss Kraus in the children's department and also she

thought the library would be improved if a water fountain or bottled water was added to the building. The secretary was directed to answer the letter.

Mr. Chandler made a report on personnel at this time.

As the subscriptions to the CLA magazines have expired, Mr. Chandler explained that the budget only called for renewals of subscriptions for the President and Secretary. The Commission feels that all board members should receive this quarterly and that the next budget should allow for this. The president's subscription will be renewed.

The meeting adjourned at 10:40 P. M.

MAUDE HANSELMAN, SECRETARY

EQUIPMENT

New Panels Combine Insulation, Strength

A new method of home construction will highlight the convention exposition of the National Association of Home Builders, opening in Chicago this week. The method is based on an integral panel, which has a core material molded as a single unit to both interior and exterior wall finishes. Koppers developed the panel, uses its Dylite expandable polystyrene for the core. Almost any decorative skin or facing material can be molded to the Dylite core, the company says. In a field test, a five-man crew erected the wall and roof panels, interior load-bearing walls and beams, and all curtain walls of this six-room ranch type home in South Bend, Ind., in one working day. Market analyses have not been completed as yet, thus no cost estimates can be made. But Koppers feels that the price of homes made of the new panels will be competitive with or lower than that of homes built by present methods. Savings come in lower maintenance and utilities costs.

Monitor Takes On Pressure

A new series of high pressure moisture monitors, now available from Consolidated Electrodynamics, Pasadena, Calif., can take sample pressures up to 10,000 p.s.i.g. These units are based on the electrolytic process developed by Du Pont and used in Consolidated's type 26–310 process moisture monitor, which has an upper limit of 100 p.s.i.g.

The new series, type 26-350, is made up of one instrument rated for pressures up to 3500 p.s.i.g., another up to 6000 p.s.i.g., and a specially modified version for use up to 10,000 p.s.i.g. The units, says Consolidated, have a dynamic range of 1 to 1000 p.p.m. moisture. And they will show a 63% response within 90 seconds to an upward or downward step change in moisture content between 50 and 1000 p.p.m.

Each monitor has a built-in high pressure regulator, high and low pressure sample bypass, an adjustable flow control system, and a plug-in electrolytic cell. Electrical and sample flow connections are made automatically when the cell is inserted. Each unit also has an indicating meter with an adjustable alarm contact that can be set to open or close at any moisture level. The monitors operate on 110-volt line power or from a battery pack.

High-pressure gases, such as air, hydrogen, nitrogen, oxygen, natural gas, hydrocarbon vapors, and helium can be monitored. The units, says Consolidated, are designed to determine water content in chemical process streams; test natural gas, either in pipelines or high-pressure wells; monitor hydrogen feed in ammonia plants; and measure dryer performance on compressors. Other uses: checking compressed air used to drive missile turbines, verifying dryness of bottled breathing oxygen for aircraft, and testing moisture in pneumatic control systems and bottled cylinder gases. **E 1**

Lab Ware . . .

▸ **New laboratory dialyzer** with acid-resistant membranes is available from Graver Water Conditioning, New York City. The bench unit can be used for all types of separation problems involving electrolytes, large organic molecules, and colloidal matter. **E 2**

▸ **Pressure sensitive labeling tape** comes from Professional Tape Co., Riverside, Ill. The tape, says the company, will not age, discolor, or deteriorate when used in a temperature range of −70° to 550° R. Made of fiber and impregnated with adhesive, it will take pencil, ink, or ball point impressions, the company says. **E 3**

▸ **Carbon-resistor tube furnace,** by Hevi-Duty Electric, Milwaukee, reaches 5000° F. in two hours. The unit uses an automatic saturable reactor control system to control and regulate furnace temperature. Six sizes are available, the company says. **E 4**

Processing . . .

▸ **Electromechanical vibrating screen** for dry or wet screening, developed by Syntron, Homer City, Pa., uses an unbalanced motor. The screen, says the company, will handle most materials ranging from 100 mesh to 3 in. lumps. The unit comes with either single or double deck, 900 or 1800 r.p.m. drives, and base or suspension mounting. **E 5**

▸ **Spray jet** for cleaning pressure leaf filters has been developed by Hercules

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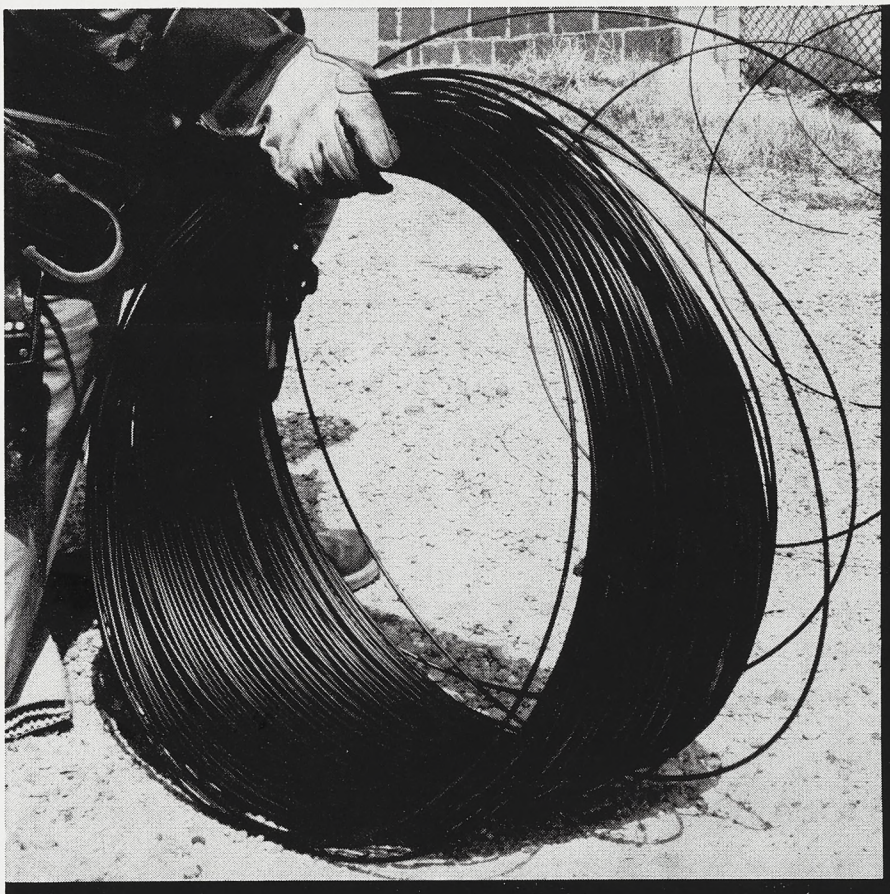
there's a new standard of toughness for plastic wire and cable insulation!



A new type of polyethylene plastic has been developed, which when used as cable insulation provides the excellent electrical properties of regular polyethylene, plus a toughness and abrasion resistance superior to almost any other plastic or rubber.

Hercules makes this new high density polyethylene, under the trade name Hi-fax, in a special grade designed for use in wire and cable. It is now available in tree wire, where a one-shot insulation of Hi-fax outperforms other types of heavy duty tree wire made with a protective sheath of nylon or varnish impregnated braid. Hi-fax serves equally well in service drop cable and insulated aerial cable, where outstanding abrasion resistance and mechanical cut-through resistance are needed.

Hi-fax cable can cut your installation and maintenance costs, and, at the same time, improve your power distribution system. Contact your present cable supplier for further information.

HOW HI-FAX COMPARES WITH OTHER INSULATIONS

	Hi-fax High Density Polyethylene	Conventional Polyethylene	Neoprene	PVC
Abrasion resistance	excellent	good	fair	good
Chemical resistance	excellent	very good	very good	very good
Cold bend	very good	very good	very good	fair
Corona resistance	fair	fair	poor	excellent
Dielectric strength	excellent	excellent	good	excellent
Environmental stress cracking	good	marginal	— — —	excellent
Flame resistance	poor	poor	very good	very good
Heat distortion temperature	good	poor	very good	good
Heat softening point	good	poor	very good	good
Insulation resistance	excellent	excellent	poor	good
Moisture resistance	excellent	excellent	fair	excellent
Oil resistance	excellent	good	excellent	good
Ozone resistance	very good	very good	good	excellent
Power factor	excellent	excellent	poor	poor
S I C	excellent	excellent	poor	fair

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CP58-5

Cellulose Products Department
HERCULES POWDER COMPANY
INCORPORATED
900 Market Street, Wilmington 99, Delaware

First Steps for the New Grant States

North Carolina

Utilizing the background of experience which has been developed by the previous six grant states, the Library-Community Project in North Carolina is off to a satisfactory start.

This project director, a recent arrival in North Carolina, has found an excellent base here for the Library-Community Project. Public library service is developing through intra-state cooperation and a team-work approach to common problems. Policies are being established through the cooperation of practicing librarians rather than being disseminated from a central agency. Group study and planning are encouraged. As an example, a two-day study session on library adult services was recently arranged by the Adult Services Committee of the State Library Association. A workshop program, an active adult film program, and extensive inter-library loan activity will supplement and motivate LCP development.

North Carolina librarians have participated in, or made contributions to, the ALA studies and programs which preceded the Library-Community Project—the Adult Education Survey, the American Heritage Project, and the Subgrant Project.

All individuals concerned with LCP in the state have realized the basic importance of orientation to LCP and of the development of clearly defined objectives. A consideration of the educational objectives of *Public Library Service* has provided a framework for consideration of LCP objectives.

With the cooperation of Miss Dorothy Kittel, headquarters consultant, orientation sessions have been conducted with all groups directly responsible in the pilot locality of Cumberland County. The pilot librarian, Mrs. Dorothy Shue, the headquarters consultant, and the project director have represented the three areas of responsibility—local, national, state. The State Library staff has been oriented as well, and progress reports have been given to the State Library Board.

All aspects of the pilot library study have begun. Analysis of circulation and of reference questions, and a questionnaire to library-users, used a different day each week over a twelve-week period, are under way. Census data and the Fayetteville City Planning Department's studies are being analyzed.

The community study phase has been launched in Cumberland County with the orientation of the Citizens' Community-Study Committee. A checklist of questions distributed at this meeting gave committee members an opportunity to record their judgments on problems in the county. The results are being compiled to serve as a basis for discussion on community problems at the next meeting.

Basically, LCP is an attempt to develop and to test an organized procedure for studying the community and the library as twin resources in the continuing self-development of adults. But it is more than that, as one member of our Community-Study Committee has observed. She felt that community study is, in itself, an adult education technique. Through it, citizens develop a sense of personal responsibility for problems in their community.

Patrick R. Penland
Project Director

Oklahoma

During the early months of the Project, Virginia Owens, senior field librarian on the Oklahoma State Library Staff, served as acting project director. Miss Owens attended the Orientation Meeting in Chicago in August. On the first visit of the headquarters consultant to Oklahoma, Miss Owens arranged meetings with the State Library staff and the Advisory Board to the State Library on Extension Matters.

The Advisory Board, additionally, was consulted for suggestions of people to serve on the State Advisory Committee. Invitations to serve on this committee have gone to a representative group of state-level agency personnel and lay adult education leaders. The Committee will have its first meeting on January 13, 1959 in Oklahoma City.

Miss Owens and the consultant visited the pilot library in September. They discussed with the Ardmore Public Library staff the role of the library in the community and the contributions LCP could make in defining and strengthening this role. The general scope of the library study and beginning steps for the staff were explored.

The orientation of the Board of Trustees of the Ardmore Public Library has involved three meetings. The first featured a report on the Chicago Orientation Meeting by Mrs. Austin Smith, the board representative to that meeting.

In two subsequent meetings, discussions have covered the setting of goals, the scope of the study in the community, the make-up of the Community Study Committee, and a consideration of different approaches to the study. To assist the board members in their future deliberations, the pilot librarian has asked each member to submit a list of the "areas of investigation" which he thinks should be included in the study. These lists will be compared at a future meeting, and used as a basis for planning procedures.

Aaron Michelson has been appointed as project director, to begin his duties on January 1, 1959. The activities in Oklahoma during the time before the appointment of a director were planned to lay a sound basis for the activities he will direct.

Phyllis Maggeroli
LCP Consultant

Heartwarmers

The fine cooperation and gay good humor of Miss Mildred Batchelder, executive secretary, and Mrs. Charlemae Rollins, past president of the Children's Library Association, ALA, who served as consultants at the Michigan workshop on adult education for children's librarians.

The unfailing good neighborliness of Malcolm Knowles, executive secretary of the Adult Education Association from its founding through December, 1958, who could always be counted upon to use his knowledge, skills and energy in LCP's behalf.

The each-one-teach-one spirit of the project directors from the earlier grant states, who having learned from experience, serve as indispensable resource people in the meetings for personnel from new grant states.

Report from Grant States, 1957-1959

Nebraska

The Library-Community Project in Nebraska has made real advances in the past six months. Some phases of the Project have been completed, plans for new activities are well under way, and, increasingly, other agencies and organizations are expressing interest in the Project and a desire to cooperate in its activities.

In Hastings, the pilot library community, most of the statistical information in the community study has been gathered and will be reported by the Community Study Committee at a joint meeting with the Statewide Advisory Committee in January. An additional approach to study of the community will be made in an interview schedule which is being prepared. This will attempt to discover opinions on community problems, on library use, and on sources of information used by individuals. Staff members of the Business Research Bureau and of the Department of Sociology at the University of Nebraska in Lincoln are helping to develop the questionnaire and to select the population sample to be interviewed. The Hastings Junior Chamber of Commerce has indicated an interest in conducting these interviews.

On the state level, a committee of eleven members, both librarians and trustees, is engaged in planning several workshops to be held in Nebraska in 1959. These plans were reported to the Nebraska Library Association convention in October. A general report by the Project Director on the LCP program in Nebraska was also presented to the over 200 librarians in attendance at the convention.

The project director and the executive secretary of the State Library Commission recently met with the Council for Community Study at the University of Nebraska. A continuing contact with the University is provided in the acceptance by Dr. Richard Videbeck of the Sociology Department of membership on the Statewide Advisory Committee of the Project.

Mrs. Verna Wright
Project Director

Wisconsin

Pilot library activities have focused on completing the data on educational opportunities for adults. These study activities have been completed:

1. A survey of formal class opportunities for adults available in the county
2. Survey of number of Shawano County adults attending university extension classes, vocational school classes, and teacher's college classes *outside* the county
3. Questionnaire to determine nature and extent of reading materials (books, magazines and newspapers) available in home libraries
4. Information on number of school drop-outs
5. List of clubs and organizations, and questionnaire to determine nature and extent of their program emphasis and educational activity
6. Interviews with governmental and private agencies having educational programs

Since this is a community where churches play an important role, an extensive survey of their programs is being undertaken. Questionnaires have been sent to all churches in the county to learn about the nature and extent of their secular activities in women's, men's, and young people's groups.

A report of these various studies will be presented to the annual meeting of the library board of trustees, which will be further concerned with the evaluation of this data and with plans for improvement of adult education opportunities in Shawano. Two activities, based on information from the studies, are in the planning stage—a program planners' institute, and a series of meetings on Shawano's future development to be sponsored by a group of local organizations.

Wisconsin state agencies have a long history of sound and effective cooperation. There has been a question, however, as to whether this kind of cooperation and knowledge of other agency operation exists at the local level. The LCP State Advisory Committee has suggested an experiment to extend the range of cooperation: a team of state agency consultants from the University of Wisconsin, Agricultural Extension, the State Board of Vocational Education, and the State Library Commission, with their local agency counterparts, would meet with leaders in a community to develop a course of action for solving a local educational problem. It is possible that such an inter-agency team will be tried out first in Shawano.

Another suggestion to implement and extend the cooperative relationship among agencies will move from discussion to action within a few months. Representatives of various state level agencies, including the agencies listed above, will seek to develop some assumptions, hypotheses, and tentative policies, and to define major tasks and roles for effective inter-agency cooperation.

Kenneth Duchac
Project Director

Preparation for the Future

On September 27-28, 1958, participants in the Library-Community Project from Kansas, Maryland, Michigan, and Tennessee met with the ALA headquarters LCP staff in Chicago. Taking a backward glance and a forward look, the group from each state reviewed the program activities that have been developed in the Project, and related them to long-term plans. On the state level they foresaw such developments as an LCP advisory committee's becoming a continuing state adult education council; on the pilot library level they visualized such developments as the employment of a full time community services librarian. Each group planned in terms of desirable goals related to the community study, and in terms of the total function of the library or state agency.

HEADQUARTERS STAFF

American Library Association, 50 East Huron Street
Chicago 11, Illinois

DIRECTOR: Miss Ruth Warncke
CONSULTANTS: Miss Dorothy Kittel
Miss Phyllis Maggeroli
ADMINISTRATIVE ASSISTANT: Miss Ellen Lund
SECRETARIES: Mrs. Janet Pressler
Miss Earlean Witcher

The Library-Community Project is an activity of the Adult Services Division of the American Library Association, and is supported by a grant from the Fund for Adult Education.

News

American Library Association Library-Community Project

No. 7 in a series

January, 1959

Stages and Steps—Fourth Year

The Library-Community Project has widened its services to the point where the pages of the *News* are inadequate to report them in full. In addition to the grant state programs which are at various stages of development, projects are in progress with two sections of the Public Library Association, the Armed Forces Section and the American Association of Library Trustees. Cooperation with the U. S. Information Agency on the use of LCP materials overseas is an important activity. Consultant service has been provided for state library agencies and associations in Mississippi, the Mountain Plains Region, Nevada, Utah, Idaho, Illinois, New Jersey, and Texas.

Developing Working Relations with Other Agencies

A report of cooperation in Muskegon, Michigan
Prepared from reports by Muriel Fuller, Project Director, and Clifford Wightman, Pilot Librarian

The Library Community Project in Michigan can point to the Adult Education Association of Greater Muskegon as a direct outgrowth of the Project in that state. Cooperation by interested citizens and community agency personnel with the library in the community study activities of the Project led naturally to a recognition of the value of continuing efforts to work together. This article is a report of the creation of a formal organization for such cooperation, of the library's contribution to it, and, in turn, of the influence of this new pattern of cooperation on the library and its long-rang planning.

The Community

Muskegon, an industrial city on the western shore of Lake Michigan, is confronted with the probability of a changing population as new business and industry is attracted to the area by the St. Lawrence Seaway. An even greater change—a population jump from the present number of 50,000 to 112,000—is anticipated if the proposal for consolidating the metropolitan area, which includes four cities and two townships, is approved. The local economy is closely related to the automobile industry and is therefore constantly threatened by instability of employment and income.

The community study activities of the Library-Community Project, although limited to the boundary lines of the present city, acquired a heightened importance in view of the community needs that would be accentuated by population growth and change. Some of the specific educational needs that became apparent were: finding and training leaders for formal and informal adult education activities, making intellectual pursuits more attractive to the community, improving programs of clubs and organizations; literacy education, family relations training and counseling, educational opportunities for older people; understanding the impact of new population, improved inter-group relations; increased use of library resources. It was apparent that Muskegon would require the best efforts of the agencies and organizations that provide educational opportunities if the citizens were to prepare themselves for living in a rapidly changing society. There are many agencies in Muskegon providing educational service to adults, and at least 150 clubs and organizations with an educational purpose of some kind. But they had no planned program of cooperation, nor was there any planned cooperation between the library and these agencies, although individual staff members and program planners were served. Without coordination of effort, these agencies and organizations could not meet the new situation adequately.

The Community Study

Then came the LCP community study. Citizens with an active interest in adult education and representatives of agencies and institutions providing adult education programs cooperated with the staff of the Hackley Public Library in this activity. Committees of citizens, suggested by agency staff members, were asked to undertake specific tasks. One group analyzed census data, another interviewed community leaders and heads of agencies. Other committees prepared and sent out a questionnaire to a selected group of organizations with adult education purposes. Another reviewed studies of the community which had been made by other agencies.

A library staff member was assigned to each of the five citizens' committees. This participation insured that the library was always visible and that its central role in the study was not overlooked. An incidental value was the opportunity for each staff member to become better acquainted in an informal way with representatives of other agencies.

Another opportunity for such acquaintance resulted from one of the first decisions made in planning for the community study, that library staff members should interview their fellow professionals in other agencies who were responsible for educational programs for adults. Five colleges and universities, the public schools, the YW and YMCA, the Hackley Art Gallery, Cooperative Extension, the Urban League, the AFL and CIO, and the city recreation department had staff members with such responsibility. Many of these people became actively involved in later aspects of the LCP program, and their particular knowledge of the community was invaluable.

Recommendation—Cooperation

This relationship between the library and other agencies established through the LCP led to cooperation on specific projects of common interest. Frequently, the library provided display space to promote the educational programs and materials of these agencies. The library's weekly newspaper column called attention to the work of the agencies in relation to community problems. Lists and exhibits of materials were made available for special activities of the agencies. In fact, the library found itself becoming the center of information on the community's educational opportunities.

The informational relationship was just the beginning. As a result of the community study, the need for cooperation among agencies and organizations, which had hitherto had no planned program of working together, became not only obvious but urgent, in view of the community needs which had been revealed. After months of study and analysis of the collected data, the planning committee for the community study made only one recommendation. It proposed a continuing organization to serve the Greater Muskegon area by coordinating the adult education resources of the community that they might be used more effectively to meet the educational needs revealed by the LCP community study.

Result—Organization

By April 1958 a tentative blueprint had been drawn up and presented to a temporary steering committee with instructions to use it as the basis for organizing an adult education association in Greater Muskegon. The committee was also instructed, during the summer months, to demonstrate the kind of program that might be developed through the cooperation and coordination of resources in a formal organization.

The steering committee carried out both directives. A community calendar of activities was developed and a list of organization officers was compiled, with the Co-ordinating Council of Women's Clubs assuming primary responsibility for this second assignment. The library agreed to house the calendar and the list and to keep them up to date. Another demonstration of what could be accomplished through cooperative effort was a public relations workshop for organization representatives sponsored by the cooperating groups under the leadership of the Advertising Club.

On November 17, 1958, the Adult Education Association of Greater Muskegon was organized, officers elected, and purposes approved. The news story of the organization meeting reported, "The group will explore the needs of the community, help organizations in the planning of adult education projects, suggest and promote specific programs in keeping with the needs of the community, encourage coordination in the planning and promotion of programs and activities for the education of adults and promote the Adult Education Association at the state level." The librarian of the Hackley Public Library served in an advisory capacity to the steering committee for the Adult Education Association of Greater Muskegon and a library staff member was elected to the board of the new association.

The Library Considers its Role and Makes Plans

The Adult Education Association of Greater Muskegon is a "first fruit" of the Hackley Public Library's participation in the Library-Community Project. In turn, the Adult Education Association of Greater Muskegon gives impetus and direction to the planning of the Hackley Public Library as it considers its role in serving the educational needs of the adults in the community. The number one item in the long-term plan is the designation of a professional staff member as a community resources person with responsibility for work with agencies and community groups to help them use library resources more effectively. The second item is for continued participation in the program of the Adult Education Association of Greater Muskegon, with the library constantly re-assessing its role in the Association and its own contribution to promoting a broader and more meaningful adult education program. Specifically, library cooperation will be through such channels as furnishing bibliographies, displays, and lists of materials suitable for use by groups of different learning and cultural levels; providing opportunities for use and interpretation of materials; and stimulating concern for certain areas of community need.

Because of other factors, including the struggle with the problem of reduced financial support, the creation of the new position has been deferred. But since this is not an "all or nothing" plan, the library is considering intermediate steps that can be taken within its present limitations of finance and staff. These will move it along toward its long-range plan to have a staff member in charge of community services.

The Library-Community Project was officially terminated in Michigan on October 30, 1958. In Muskegon, the library has been studied, the community has been studied, facts and figures have been collected and analyzed, reports have been written. The implementation of the Project has begun. Plans have been built upon the newly acquired knowledge of the community and of the library itself.

The Hackley Public Library faces the future with a clearer insight and a sounder and broader understanding of its role in helping to meet the adult education needs of the community. It has made new long-range plans and determined intermediate steps. General library policy and goals will be constantly evaluated and reformulated. LCP has made a difference in Muskegon.

This is only one program developed as a result of LCP in the pilot communities. It was selected as an example of the community-wide impact of a library-community study.

Quotes from LCP Pioneers

. . . in letters from project directors of grant states that have completed their participation in the Project . . .

". . . this agency is stronger for having had the grant, and our philosophy and direction are more distinct. My budget justification for the agency's program reflects this, as does the fact that when I appeared before the Senate Education Committee of the legislature to explain my program including federal funds, the chairman finally said, 'We understand. What you are talking about is education'."

"Can't say I much like being a 'has been'—except that it's better than not to have 'been' at all."

January 26, 1959

Mr. Dan Casentini
86 West Cavour Street
Daly City, California

Dear Mr. Casentini:

I have been asked by the City Council to inquire whether or not your appointment to the Library Commission conflicts with other personel matters.

It is understood that at numerous times meetings do conflict, and according to a report from the Chairman of the Library Commission you have attended only three meetings since your appointment in January of 1958.

If such is the case, where your commission conflicts with other things, the Council would like to know whether or not you would desire to continue on the Library Board.

Respectfully I remain,

George W. Watts
City Manager

GWW:eo
Ccs:City Council
Dr. Lionel Farber

January 26, 1959

Mr. Desmond Epidendio
25 Florence Street
Daly City, California

Dear Mr. Epidendio:

I have been asked by the City Council to inquire whether or not your appointment to the Library Commission conflicts with other personel matters.

It is understood that at numerous times meetings do conflict, and according to a report from the Chairman of the Library Commission you have attended only one meeting since your appointment in August of 1958.

If such is the case, where your commission conflicts with other things, the Council would like to know whether or not you would desire to continue on the Library Board.

Respectfully I remain,

George W. Watts
City Manager

GWW:eo
Ccs:City Council
Dr. Lionel Farber

Mr. Casentini
appointed Jan. 1958

Present:
Jan. 8, 1958
Mar. 12, 1958
Nov. 12, 1958

Mr. Epidendio
appointed Aug. 1958

Present:
Aug. 6, 1958

VOLUME 5, NUMBER 50

City Will Quit Agreement With County On Library

The city council last week asked for a resolution to remove Daly City from the county library system, effective at the beginning of the next fiscal year, this July.

The action came on recommendation of City Manager George Watts and City Librarian Samuel Chandler, who said the break with the county would be an economical move to give Daly City more control and more efficiency in its expanding library program.

The resolution asking for withdrawal must go to county supervisors for action by February 1.

Chandler said Daly City can operate its library more effectively if it severs ties with the county. The present system, he says, has caused too much duplication of administration and Daly City hasn't been getting its share of county services in proportion to the library tax the county levies here.

The library tax rate at present totals 17 cents per $100 assessed valuation. Ten cents of this goes directly to the county—these funds being apportioned to the cities on the county system on a ratio of population.

Watts said that by breaking with the county, Daly City would collect the full 17 cents per $100, using the money where it is most needed and knowing that the funds will be available in entirety.

Chandler pointed out that all of the big city libraries in the county operate independently of the county system. The smaller communities, however, just don't have the funds to support their own libraries. Chandler said that the San Bruno, South San Francisco, Burlingame, Redwood City and San Mateo libraries all are efficiently managed and self-supporting.

Leaving the county system here won't mean a complete break, Chandler pointed out. The city still will be able to contract for special county services, such as cataloguing. In turn, he said, the county will probably contract with Daly City to pay for services supplied here to residents of the nearby unincorporated areas—Broadmoor and Colma.

Chandler said that about 2000 of the 20,000 library users in Daly City are non-residents. Their only facilities otherwise come from small county branch offices and county mobile units.

Chandler said this move for independence for the Daly City library might mean the library tax rate would climb a few cents. At present, under the 17

(Continued on Page 2)

Name Architect For Westlake Library Branch

The city council moved full speed ahead on the planned $173,000 Westlake library last week by selecting San Francisco architect Francis J. McCarthy, 49, to design the structure.

City Attorney Paul Hupf was instructed to draw up a contract with McCarthy, judged the most suitable for the job by the Library Commission, City Manager George Watts, City Public Works Director Otis Calhoun and City Librarian Sam Chandler.

The library is expected to be ready for Westlake residents this November. The site, located on Southgate avenue near Hunt's Donut Shop, was purchased from Henry Doelger for $20,000.

The new library, built to replace the pint-sized branch on Park Plaza drive, will be paid for from capital outlay funds.

The present city budget has about $70,000 earmarked to

(Continued on Page 2)

City Will Quit Agreement With County On Library

(Continued from Page 1)

cents tax levy, he is able to operate the system within the bounds of his department's $66,500 budget.

Six thousand of Daly City's estimated 18,000 books (at the Park Plaza drive and Mission street branches) belong to the county. Chandler says these 6000 can be replaced by using some $10,000 in surplus library funds.

Name Architect For Westlake Library Branch

(Continued from Page 1)

pay for the new library. The balance will be paid off next year.

Six architects were interviewed for the job by the city manager, Calhoun and Chandler. This trio then forwarded the names of three men to the Library Commission.

Dr. Lionel Farber, president of the Library Commission, said McCarthy was a unanimous choice due to his experience in designing public buildings, his originality, and his willingness to provide the most functional building.

McCarthy designed the Inyo County Library, Inyo County Health Center, Southern Inyo Hospital, and Bishop Union High School. Currently, he is working on new libraries in Watsonville and San Leandro, both bond issue projects. He also is designing St. Mark's Episcopal Church in Berkeley.

The new library will serve Westlake residents exclusively. Preliminary estimates call for a structure occupying 7500 square feet, complete with modern equipment and complete facilities.

Chandler said the present Westlake Branch contains 6000 of the city's 18,000 library books. Six thousand of the total number belong to the county. But once the city goes off the county library system and collects the full library tax here, these books will be replaced as the city will purchase its own texts from surplus library funds.

Chandler estimates that nearly 20,000 Daly City area residents use the two present branches. At least 2000 of these users are non-residents. When Daly City severs its ties with the county system, these outsiders will have to pay their share for using DC facilities.

Chandler said this probably will mean the county will contract with Daly City for non-residents' use of the Daly City branches. Under the old system, these 2000 users weren't paying their share here.

NICETIES OR NECESSITIES?

City officials are still moaning about the fire underwriters report which, among other things, has pointed out the underequipped and undermanned status of the fire department.

Though there may be some discrepancies in the report, which should be corrected, the main facts are still clear.

The fire department has been neglected in the city budget and the council have no one else to blame but themselves.

Certainly, the council have attempted to improve the fire department in equipment and personnel. But this betterment policy is about 10 years too late. Not enough funds have been provided in the yearly budgets for the fire department. Instead, essential moneys have been channeled into other city departments which aren't so critically important to the welfare of the city.

The city fathers have "spread" tax funds throughout city departments and neglected the most essential services—adequate fire and police protection.

Figures explain the absurdity of the situation.

While giving the fire department a budget of only $194,315 this fiscal year, the council at the same time earmarked $173,000 to expedite a new library branch and $66,500 for the library system.

Granted, the city needs better library facilities. But which is better—books or lives? Fire and police services should be the primary budget considerations.

While some $239,000 goes to the library service here this year from capital outlay funds, only $4500 is earmarked from this reserve for the fire department improvements and only $4195 for police department improvements. Where is the emphasis being placed?

The present budget includes $106,615 for the parks and recreation departments, $14,400 of which is for capital improvements. This seems to be quite a lot of money that could be used to better advantage in the fire, police and water department budgets.

We aren't forgetting that the city has set aside $95,000 for a new fire station and $50,000 for two new pumper trucks this year from capital outlay funds. But even with these improvements, the fire department will remain underequipped and understaffed.

If the underwriters are substantially correct in their findings, as they maintain they are, the council will have to make some changes in their capital outlay projects.

There has been too much apathy on the part of the public in this matter. The people themselves should take the initiative and let the council know they mean business.

The loss of lives and property are critical considerations. If the city fathers continue to overlook essential services and curb the fire and police budgets to satisfy other departments, then it may well be that YOUR property, and possibly YOUR life, are endangered.

Dr. Taylor

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

December, 1958

BOOK STOCK:

Books added, December 1-31, 1958	382
Books discarded, December 1-31, 1958	26
Net gain	356
Book stock, Nov. 30, 1958	17,104
Book stock, Dec. 31, 1958	17,460 D.C.books only.

NEW BORROWERS REGISTERED:

	Dec., 1957	Dec., 1958
Adult-resident	50	52
Adult-non resident	6	4
Juvenile-resident	45	38
Juvenile-non resident	7	5
Total registrations	108	99

REREGISTRATIONS:

Adult	3	15
Juvenile	7	6
Total reregistrations	10	21

WITHDRAWALS:

	Nov., 1958	Dec., 1958
Adult	55	52
Juvenile	32	23
Total withdrawals	87	75

Total number withdrawals up to Dec.,31, 1958.....8,344.

FINES:

Daily fines.....	$134.72
Non-resident fee.....	3.00
Lost books.....	21.23
Total fines.....	$158.95

Days open.....26. Reference questions.....181.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	Dec., 1957		Dec., 1958	
Adult fiction (city)	1, 019		1,332	
Adult fiction (county)	304		245	
Total adult fiction		1,323		1,577
Adult non-fiction (city)	1, 008		1,361	
Adult non-fiction (county)	155		196	
Total non-fiction		1,163		1,557
McNaughton titles (county)	158		174	
Total adult circulation		2,644		3,332
Juvenile (city)	1, 518		2,463	
Juvenile (county)	161		184	
Total juvenile circulation		1,679		2,647
Periodicals	403		456	
Pamphlets	11		32	
Pictures	259		147	
Records	**		1	
State and Interlibrary loans	24		29	
Total		697		665
Total circulation		5,020		6,644

Total circulation of County books (828) represents 12.5% of the total circulation for the month of December, 1958.

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	December, 1957	December, 1958
Adult resident	67	67
Adult-non resident	11	12
Juvenile resident	44	92
Juvenile non resident	17	18
Total registrations	139	189

REREGISTRATIONS:

Adult	0	15
Juvenile	0	6
Total reregistrations	0	21

WITHDRAWALS:

	November, 1958	December, 1958
Adult	23	52
Juvenile	13	23
Total withdrawals	36	75

Total number withdrawals up to Dec. 31, 1958.....5,577.

FINES:

Daily fines.....	$151.16
Lost book.....	4.50
Total fines.....	$155.66

Days open.....26. Reference questions.....47..52.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	Dec., 1957		Dec., 1958	
Adult fiction (city)	137		250	
Adult fiction (county)	1,039		1,451	
Total adult fiction		1,176		1,701
Adult non-fiction (city)	111		137	
Adult non-fiction (county)	549		751	
Total adult non-fiction		660		888
McNaughton titles (county)	196		203	
Total adult circulation		2,032		2,918
Juvenile (city)	1,590		2,061	
Juvenile (county)	694		877	
Total juvenile circ.		2,284		2,938
Periodicals	346		405	
Pamphlets	1		8	
State and Interlibrary loans	8		10	
Pocket books	--		33	
Total		355		456
Total Circulation		4,671		6,186

The total circulation of County books (3,738) represents 60.4% of total circulation for the month of December, 1958.

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - 8:00 P. M.
JANUARY 26, 1959

PRELIMINARY AGENDA

ROLL CALL:

MINUTES:

COMMUNICATIONS:

1. Letter from residents on Rice Street, re: Two hour parking.

2. Letter from Newton B. Drury, Chief, State Division of Beaches and Parks, re: Proposed development of Thornton Beach area.

3. Letter from Louis Francis, State Assemblyman, re: Removal of streetcar tracks on Mission Street.

4. Letter from Jefferson Elementary School District, re: Sales Tax issue.

5. Letter from Jefferson Union High School District, re: Sales Tax issue.

6. Letters from the Planning Commission, re: Recommendations for the granting of the following Use Permits:

   a. Construction of a sign frame work - erect on west side of Junipero Serra Blvd. - Daly City Chamber of Commerce.

   b. Install a sign on Westlake Foods, 85 Westlake Court - Electrical Products Corp., 750 Bryant St., San Francisco.

   c. Establishment and operation of service station - northwest corner of Eastmoor Avenue and Sullivan Street - Shell Oil Company.

7. Letter from Jefferson Union High School District, re: Purchase of property for fire station.

8. Letter from B. W. Booker, State Division of Highways, re: Removal of street car tracks on Mission Street.

9. Letter from County Public Health Department, re: Monthly report and water sampling program.

10. Letter from George W. Watts, City Manager, re: Fire escape for City Hall.

11. Letter from George W. Watts, City Manager, re: Water rates.

OPENING OF BIDS:

20. Gasoline and Oil.

21. Painting of War Memorial Building.

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - 8:00 P. M.
JANUARY 26, 1959

PRELIMINARY AGENDA

UNFINISHED BUSINESS:

30. Agreement for Library Architect.

31. Change of Salary Schedules for:

Supervisor of Recreation
Supervisor of Parks
Administrative Assistant

32. Acceptance of Tentative Map of Westlake Unit No. 10-C.

33. Award of Bids for Improvement of Thiers Street.

NEW BUSINESS:

ORDINANCES:

40. Amending Ordinance No. 242 - Second Reading.

RESOLUTIONS:

50. Requesting Withdrawal from County Library Services.

51. Accepting Deed from Henry Doelger Builder for Easement.

52. Order for Vacating portion of Pierce Street.

MOTIONS:

ADJOURN:

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - 8:00 P. M.
JANUARY 12, 1959

A G E N D A

ROLL CALL:

MINUTES:

COMMUNICATIONS:

1. Letters of recommendation from H. T. Bosbery, Chairman of Personnel Board and George W. Watts, City Manager, re: Salary adjustments.

2. Letter from Division of Highways, re: Request for cancellation of taxes on Lands of Bridgman and Zappettini.

3. Letter from the Library Commission, re: Recommendation of an architect for proposed library in Westlake.

4. Letter from George W. Watts, City Manager, re: Business license application for used car sales business at 6854 Mission Street.

5. Letter from George W. Watts, City Manager, re: Approval of appointment of Joseph A. Arch to position of Director of Finance.

HEARING:

10. Rezoning of N'ly 25' of lot 2, Block 23, Abbey Homestead from R-1 to R-3.

11. Vacating a portion of Pierce Street.

UNFINISHED BUSINESS:

20. Authorizing Contract with Architect for New Firehouse.

NEW BUSINESS:

30. Letter from George W. Watts, City Manager, re: Approval of Fire Truck Bids.

31. Letters from George W. Watts, City Manager and Library Commission, re: Withdrawal from County Library Services.

32. Memorandum from Otis T. Calhoun, Director of Public Works, re: Deed from Henry Doelger Builder, Inc. - Easement.

33. Letter from Otis T. Calhoun, Director of Public Works, re: Approval of Plans and Specifications for Well - Russi property.

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - 8:00 P.M.
JANUARY 12, 1959

A G E N D A

ORDINANCES:

40. No. 478 Food Ordinance - Second Reading.

41. No. 479 Amending License Ordinance - Second Reading.

42. No. 481 Amending Ordinance No. 400 - First Reading.

RESOLUTIONS:

50. Changing Name of Edgmar Road to Eastmoor Avenue.

51. Removing Properties from Colma Lighting District.

52. Removing Properties from Colma Lighting and Fire District.

53. Cancelling Weed Assessment - $13.11 - Lot 5, Block 2, Concordia Land.

CLAIMS:

60. Agnes Denning - Personal Injury.

MOTIONS:

ADJOURN:

CALIFORNIA
LIBRARY
ASSOCIATION

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

December 1, 1958

Dear California Library Trustees:

"With authority comes responsibility" was a statement made by a C.L.A. Conference speaker, the truth of which kept recurring throughout the entire proceedings in Long Beach.

Our responsibility as members of library boards of trustees is a great one. Certainly lack of knowledge and understanding, in these days of mass communication, is no excuse for not doing our jobs. Many trustees are doing excellent work, exercising their responsibilities to the utmost; but others seem to be "letting George do it", or assuming that the status quo is desirable and certainly easier than change and progress. Nothing could be farther from the truth. The world around us is changing fast, and our libraries must not only keep pace, they must stride ahead if we, as public library trustees, are to keep faith with those we voluntarily serve.

One method by which we can avail ourselves of a greater understanding and knowledge of our responsibilities is by membership in our state organization, the California Library Association. If you are now a member of C.L.A. you are aware of the benefits of affiliation. In addition to simply belonging to an organization devoted to continuously better library services, membership in C.L.A. entitles one to a quarterly publication (The California Librarian) containing vital information and articles well worth the reading and pondering. Membership also entitles one to attend the annual state convention. This year's convention was of great informational and inspirational value to me and it is difficult to understand how it could have been otherwise for the more than one thousand librarians and trustees attending.

We have assumed a responsibility as well as authority in accepting the position of Library Trustee. Let us take advantage of every available assistance to perform our jobs in the most efficient and effective manner. Will you discuss the matter with your librarian and then start 1959 with a C. L. A. Membership. I shall look forward to seeing you at future district and state meetings of this professional library association.

Sincerely yours,

Edith C. Cohendet

(Mrs.) Edith C. Cohendet
President-Elect
C. L. A. Trustees Section

Please reply to:

1557 Balboa Avenue
Burlingame, California

S.F. Public Library
Civic Center
Dec. 16, - 7:30 PM.
unfortunately, I do not have the name of your president. Will you kindly ask him to have a representation at this important meeting! E-C

P.S. Please do not fail to attend, if possible, one of the three public hearings on the State Library Commission Report to be held this month.

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of January 14, 1959

I. Letters

a. Letter from the City Librarian regarding gifts from Friends of the Library and similiar groups.

b. Letter addressed to the Commission President commending the work of the Children's Librarian.

II. New Business

Discussion of the McNaughton Plan as a means of obtaining popular books during 1959-60.

III. Reports

a. Report of the Commission President and the City Librarian regarding the choice of an architect for the proposed library.

b. Report of Commission President and City Librarian regarding the pending withdrawal from the San Mateo County Library System.

IV. Old Business

Completion of the Working Statement of the proposed library.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
December 3, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Maude Hanselman

MEMBERS ABSENT: Dan Casentini, Desmond Epidendio

GUESTS: Sam Chandler, City Librarian, Otis Calhoun, and George Watts, City Manager

The Commission members sincerely wish to thank the three guests of the evening for their help and assistance in selecting an architect for the new Westlake Library. Mr. Phillips and Mr. McCarthy were the two choices of all present.

After the guests had left the meeting, the Commission members unanimously voted for Mr. McCarthy as they felt he showed the most interest, experience and imagination. Mr. Casentini, who was absent, was contacted by phone and also gave his vote to Mr. McCarthy.

Dr. Farber was asked to write Mr. Watts of the decision of the Commission.

As all members were busy during the holiday season, it was decided not to meet again until the regular January meeting.

There being no further business, the meeting was adjourned at 9:45 P. M.

MAUDE HANSELMAN, Secretary

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of November 12, 1958

I. Final interview of Prospective Architects for the projected library in Westlake.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
November 12, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Dan Casentini, and Maude Hanselman

MEMBERS ABSENT: Desmond Epidendio

GUESTS: Samuel Chandler, Librarian

The monthly report was received from the librarian.

Several architects who are interested in building the library in Westlake were interviewed, however, no decision was made.

Mr. Phillips from San Rafael, Mr. McCarthy of San Francisco and Mr. Baldini from South San Francisco each in turn talked to the Commission showing plans and pictures of their work. All were well qualified with fine background and experience.

After some general discussion on the subject the meeting was adjourned at 10:35 P. M.

MAUDE HANSELMAN, SECRETARY

Phillips - San Rafael

McCarthy - Watsonville
San Leandro
Bishop

Baldini - E. Palo Alto
Sharpe Park
S. S. F. addition

FRANCIS JOSEPH McCARTHY F.A.I.A. **Architect**
693 MISSION STREET, SAN FRANCISCO 5, CALIFORNIA

SUMMARY OF BACKGROUND AND EXPERIENCE OF:

Francis Joseph McCarthy, F.A.I.A., Architect
693 Mission Street
San Francisco 5, California

- Born in Sydney, Australia, 1910, when parents were on a world trip. (Parents were born in Virginia City, Nevada.)
  Married: two children
  Residence: 2560 Vallejo Street, San Francisco

- Educated: Stanford University and California School of Fine Arts.

- Registered Architect, State of California, 1941 - Certificate #C453.

- Opened my own office in San Francisco in 1938, after ten years experience with various architectural firms in California, which included experience in and work on schools, prisons, hospitals, libraries and other public projects.

- Art Commissioner, City of San Francisco, 1949-51.

- President, Northern California Chapter A.I.A., 1951-52.

- Faculty member, Stanford University School of Art and Architecture, 1955-to date.

- Active in a number of special educational activities for the State Library and the University of Southern California on Library Building.

Honors

1957 . Elected to College of Fellows of the American Institute of Architects.

1951 . Award of Merit, National Honor Awards, A. I. A., for design of Electronic Engineers Associates Building, San Carlos, California.

1953 . Award of Honor, Northern California Chapter A. I. A. for design of American Seed and Nursery Company, San Francisco.

1953 . Award of Merit, Northern California Chapter A. I. A. for design of Hanna Auto Wash, Burlingame, California.

Staff

The permanent staffs of this office and my engineering associates number 20. The staffs can be expanded with other qualified personnel when required.

The staff of eight employed in my office includes three registered architects. This staff is purposely kept small, as I believe that the personal attention of the principal is required for the successful execution of a project.

Associate Firms

On all work designed by this office, I have engaged the services of the following, who are old established San Francisco firms:

Structural Engineer — A. V. Saph, Jr.
693 Mission Street
San Francisco

Associated on all projects since 1938

Mechanical and Electrical Engineer — G. M. Simonson
507 Howard Street
San Francisco

Associated on all projects since 1945

Landscape Architect — Douglas Baylis
6 Gerke Alley
San Francisco

Associated on all projects since 1949

- Color Consultant..... Marjorie McCarthy
  Associated on all projects since 1938

- Other specialists in specific branches of engineering or consultants on specialized building types are available if required for a project.

The small permanent staff and the personal attention given to the work limits the volume of work that I can do, but it does not limit the scope. I have completed work in almost every building type for governmental, commercial, institutional and private clients.

These include:

7 public buildings
34 commercial projects
2 apartment houses
83 residential buildings
41 residential remodelling projects
7 exhibits
10 planning projects
11 war-time housing projects

Typical assignments for which I am the Architect of Record include:

- Five projects for the County of Inyo, including:
  Inyo County Library, Bishop, California
  Inyo County Health Center, Independence, California
  Southern Inyo Hospital, Lone Pine, California
  Bishop Union High School, Bishop, California

- Two projects for J. Walter Thompson Company, including their San Francisco offices.

- Fifteen projects for the Sharock Corporation, including the modernization work to the Palace Hotel before its sale to the Sheraton Corporation.

- Three projects for International Minerals and Chemical Corporation, including their San Francisco and Los Angeles offices.

- Architectural Consultant for the Power Houses in Fairbanks, Alaska, and at the San Ramon Dam in Nicaragua.
- Electronic Engineering Associates Building, San Carlos.
- Electrical Union Office Building and Auditorium, San Francisco.
- American Seed and Nursery Building, San Francisco.
- Improvements to Washington Square, for the City of San Francisco.

- I am currently engaged in the following projects:
  - San Leandro Community Library Center, for the City of San Leandro.
  - Watsonville Public Library, for the City of Watsonville.
  - St. Mark's Episcopal Church, Berkeley, California.

- Experience specifically related to Library planning and design includes the following:
  - Inyo County Public Library, Bishop, California
  - Research, surveys and design development for San Leandro Library System.
  - Research, surveys and design development for Watsonville Library
  - Member, Castro Valley Site Selection Commission, for proposed Castro Valley Library
  - Consultant, California State Library Institute on Library Buildings.
  - Participant, University of Southern California workshop on Library buildings
  - Member, California Library Association

- Member, American Library Association

- Comprehensive research relating to library planning is being carried out by my office in:

  Basic research in design: current library medias, shelving and control.

  Preliminary planning; survey of needs; community analysis; type of facilities etc.

  Philosophy of siting and planning in relation to the community.

  Lighting, furniture and equipment.

  Current research includes work with W. R. Ames Company to develop improved designs for stacks and storage facilities.

- Published material:

  Architectural Record, December, 1952
  Article, sketches of studies of Inyo Public Library

  A. L. A. Journal, December, 1952
  Reprints of Record article by Mohrhardt and Ulveling

  News Notes of California Libraries, October, 1953
  Inyo Public Library

  Architectural Record, October, 1954
  Article and completed building, Inyo Public Library

  Public Library Buildings, 1958
  Inyo Public Library, by Werner Mevissen, Bremen, Germany

  News Notes of California Libraries, July 1957
  Proceedings of Library building, Workshop, 2 lectures

California Librarian, February 1958
Article, San Leandro Library Building

A Living Library, Martha Booz
Article and drawings of the San Leandro Library Plan.

- Librarians with whom I have worked or been associated with on Library Projects:

Carma Zimmerman	State Librarian Sacramento
Barbara Boyd	Consultant, State Librarian Sacramento
Margaret Klausner	Librarian Stockton Library
Coit Coolidge	Librarian Richmond Library
Mary A. Cavitt	Librarian Inyo County Library
David Sabsay	Librarian Santa Rosa Library
Elizabeth Collins	Librarian Watsonville Library
Marian Marvin	Librarian Ukiah Library
Margaret Rocq	Librarian Standard Oil Company
Margaret Gatter and Marie Tinslee Smith	Librarians San Leandro Library

References:

Mr. Horace Allbright	President, U.S. Potash Company, New York City
Mr. B. P. Altick	Vice-President Fibreboard Paper Products Corp., San Francisco
Mr. E. W. Cole	President, San Leandro Library Board Pacific Tel. & Tel.
Mr. Charles Coogan, Architect	California Bureau of Hospitals San Leandro
Mr. Arthur Farlow	Vice-President, J. Walter Thompson Co., Chicago, Illinois
Mr. Charles F. Foehn	Business Manager, Local #6, I.B.E.W. Member San Francisco School Board
Mrs. William B. Johnston	President, Sharock Corporation, San Francisco, Washington D. C.
Mr. John Smith	Inyo County Administrator Independence, California
Mr. Wesley McClure	City Manager, San Leandro
Mr. Nathan Rowley	Attorney, partner in the firm of Orrick, Dahlquist Herrington & Sutcliffe, San Francisco
Mr. Harold Zellerbach	President, San Francisco Art Commission

PUBLIC LIBRARY
CITY OF DALY CITY
Gateway to the Peninsula
SAN MATEO COUNTY, CALIFORNIA
6351 MISSION ST. • PLAZA 5-0850

Mayor
Joseph J. Verducci
Councilmen
Edward J. Dennis
cheal R. DeBernardi
Sanford G. Vickers
Del C. Wilson

October 28, 1958

Dr. Lionel Farber
159 Wilshire Ave.
Daly City, Calif.

Dear Dr. Farber:

On October 21st and 22nd, the City Manager, the Director of Public Works, and I talked with a number of architects as we were directed to do by the Library Commission. It is now my pleasure to report our conclusions to the members of the Library Commission.

With this in mind, I thought we might get together at dinner, so I called Dr. Farber and he suggested the evening of Thursday, November 6th, around 6:00 p. m. Val's Redwood Room has a place where we could meet comfortably. At the same time the Commission can plan a meeting in which it will make the final choice of the architect for our new building.

Please let me know by November 15th, if you can meet with us at this time. Since I must attend a convention this week, I may be out of the library if you call. Will you, therefore, please leave your message with Mrs. Gates or one of the other women who work there. The telephone number is Plaza 5-0850, Ext. 16.

Sincerely,

Samuel Chandler mg

Samuel Chandler
Librarian

cc: Mrs. Hanselman
Mr. Casentini
Mr. De Martini
Mr. Epidendio

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

October, 1958

BOOK STOCK:

Books added, October 1-31, 1958	305
Books discarded, October 1-31, 1958	45
Net gain	350
Book Stock, Sept. 30, 1958	16,735
Total book stock, October 31, 1958	17,085 Daly City books only.

NEW BORROWERS REGISTERED:

	Oct., 1957	Oct., 1958
Adult-resident	55	68
Adult-non resident	10	9
Juvenile-resident	49	110
Juvenile-non resident	5	15
Total registrations	119	202

REREGISTRATION:

Adult	10	23
Juvenile	19	34
Total reregistrations	29	57

WITHDRAWALS:

	Sept., 1958	Octo., 1958
Adult	45	83
Juvenile	11	63
Total withdrawals	56	146

Total number withdrawals up to Oct. 31st, 1958.....8,242.

FINES:

Daily fines.....	$141.39
Lost Books.....	8.00
Non-resident fee.....	3.00
Total fines.....	$152.39

Days open.....26.

Reference questions...311.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	October, 1957		October, 1958	
Adult fiction (city)	1,363		1,735	
Adult fiction (county)	318		317	
Total adult fiction		1,681		2,052
Adult non-fiction (city)	1,247		1,655	
Adult non-fiction (county)	199		261	
Total adult non-fiction		1,446		1,916
McNaughton titles (county)	178		220	
Total adult circulation		3,305		4,188
Juvenile (city)	2,209		3,658	
Juvenile (county)	222		261	
Total juvenile circ.		2,431		3,919
Periodicals	634		550	
Pamphlets	38		26	
Pictures	314		471	
State and Interlibrary loans	19	6,741	34	
Total circulation		6,741		9,187

Total circulation of County books (109) represents 11.9% of the total circulation for the month of October, 1958.

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	October, 1957	October, 1958
Adult-resident	65	102
Adult-non resident	22	24
Juvenile resident	96	91
Juvenile non-resident	41	25
Total registrations	224	242

REREGISTRATIONS:

Adult	1	4
Juvenile	0	27
Total reregistrations	1	31

WITHDRAWALS:

	Sept., 1958	Oct.,1958
Adult	18	34
Juvenile	4	15
Total withdrawals	22	49

Total number withdrawals up to Oct.31st, 1958.....5,349.

FINES:

Daily fines.....$122.77
Lost Books..... 000000

Total fines.....$122.77

Days open.....26. Reference questions...82.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	October, 1957		October, 1958	
Adult fiction (city)	221		240	
Adult xxxx fiction (county)	1,528		1,751	
Total adult fiction		1,749		1,991
Adult non fiction (city)	142		182	
Adult non fiction (county)	722		972	
Total adult non fiction		864		1,154
McNaughton titles (county)	262		256	
Total adult circulation		2,875		3,401
Juvenile (city)	2,456		2,480	
Juvenile (county)	1,137		1,073	
Total juvenile circ.		3,595		3,553
Periodicals	450		505	
Pamphlets	8		11	
State and Interlibrary loans	6		15	
Pocket-books			48	
Total circulation		6,932		7,533

The total circulation of County books (4,631) represents 61.5% of total circulation for the month of October, 1958.

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of October 8, 1958

I. Old Business:

County contract approval.

II. Reports:

A. Report on personnel planning.

B. Report on the hiring of an architect.

III. New Business:

Examination of plans of libraries that have been built recently.

1500
18
59000
7500
134000

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
October 8, 1958

MEMBERS PRESENT: Dr. Farber, Maude Hanselman

MEMBERS ABSENT: Dan Casentini, Frank De Martini, Desmond Epidendio

GUESTS: Sam Chandler, City Librarian

The county contract with the Daly City Library was read and approved, and the five copies were signed by Dr. Farber. Mr. Chandler will get the other official signatures required and return the contract to the county.

The monthly report was received.

From a list of eleven architects who have built libraries, Mr. Watts, Mr. Calhoun and Mr. Chandler will select three or four who will meet later with the Commission members. Mr. McCarthy will be one of those interviewed. The council has appropriated 40% of the capital needed to build the new library. This structure is to be 7,500 square feet and is being figured at $18.00 per square foot.

Mr. Chandler showed several charts he had compiled for personnel planning which had been shown to the personnel board and also to the Council at their request.

Several plans of new libraries located in Long Beach, Coalinga and Mt. View were studied and discussed.

There being no further business, the meeting was adjourned at 10:40 P. M.

MAUDE HANSELMAN, SECRETARY

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

September, 1958

BOOK STOCK:

Books added, Sept. 1-30, 1958	108
Books discarded, Sept. 1-30, 1958	0
Net gain	108
Book stock, August 31, 1958	16,627
Total book stock, Sept. 30, 1958	16,735 Daly City books only.

NEW BORROWERS REGISTERED:

	Sept., 1957	Sept., 1958
Adult-Resident	43	83
Adult-Non resident	4	8
Juvenile-resident	43	70
Juvenile-Non res.	0	7
Total registrations	90	168

REREGISTRATION:

Adult	None	16
Juvenile	"	25
Total reg.		41

WITHDRAWALS:	August, 1958	Sept., 1958
Adult	54	45
Juvenile	24	11
Total withdrawals	78	56

Total number withdrawals up to Sept. 30, 1958 .....8,186.

FINES:

Daily fines.....	$104.93
Lost books.....	6.74
Total fines.....	$111.67

Days open.....24.

Reference questions....254.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	Sept. 1957		Sept. 1958	
Adult fiction (city)	1, 180		1,660	
Adult Fiction (county)	296		337	
Total adult fiction		1,476		1,997
Adult non-fiction (city)	960		1,639	
Adult non-fiction (county)	146		285	
Total non-fiction		1,106		1,924
McNaughton titles (county)	168		161	
Total adult circulation		2,750		4,082
Juvenile (city)	1,800		3,121	
Juvenile (county)	169		189	
Total juvenile circ.		1,969		3,310
Periodicals	536		595	
Pamphlets	8		26	
Pictures	142		437	
State and Interlibrary Loans	7		14	
Total circulation		5,412		8,464

Total circulation of County books (972) represents 11.4% of the total circulation for the month of September, 1958.

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	September, 1957	September, 1958
Adult-resident	82	61
Adult-non resident	20	7
Juvenile-resident	51	39
Juvenile-non resident	11	12
Total registrations:	144	119

REREGISTRATIONS:

Adult	2	5
Juvenile	1	12
Total registrations:	3	17

WITHDRAWALS:	August 31, 1958	September 30, 1958
Adult	26	18
Juvenile	14	4
Total withdrawals	40	22

Total number withdrawals up to Sept. 30, 1958.....5,156.

FINES:

Daily fines.....	$ 99.91.
Lost books.....	1.98
Non-resident fee.....	3.00
Total.....	$104.89

Days open.....24. Reference questions.....53.

CIRCULATION: WESTLAKE -BROADMOOR BRANCH

	September, 1957		September, 1958	
Adult fiction (city)	207		242	
Adult fiction (county)	1,411		1,750	
Total adult fiction	1,618		1,992	
Adult non-fiction (city)	132		162	
Adult non-fiction (county)	730		1,012	
Total adult non-fiction	862		1,174	
McNaughton titles (county)	257		221	
Total adult circulation	2,737		3,387	
Juvenile (city)	1,954		1,826	
Juvenile (county)	941		840	
Total juvenile circ.	2,895		2,666	
Periodicals	399		439	
Pamphlets	12		11	
State and Interlibrary loans	5		18	
Total circulation		6,046		6,521

The total circulation of County books (4262) represents 65.4% of total circulation for the month of Sept., 1958.

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441. EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

September 25, 1958

Dr. Lionel Farber, President
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Doctor Farber:

I am enclosing five copies of the agreement covering County Library service to Daly City for the fiscal year 1958/59.

The provision for Daly City's purchase of McNaughton books has been somewhat modified from the method discussed at the Commission meeting September 10. It seemed that it would be simpler to make arrangements for Daly City to purchase these books directly from McNaughton. The details of this procedure will be worked out with Mr. Chandler.

If the enclosed agreement meets with your approval, will you forward it to the proper City officials for signature and return all copies to me. A completed copy will be returned to Daly City following action by the Board of Supervisors.

Sincerely yours,

Virginia L. Ross

Virginia L. Ross
County Librarian

VLR:eg
Enc.

cc: Mr. Chandler

copies signed
Oct 8/58 by h. f.

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441, EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

September 29, 1958

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

In accordance with the agreement covering County Library service to Daly City, I am submitting a statement of County Library expenditures for library service to Daly City residents during the fiscal year 1957/58. This covers expenditures at the Daly City Library and at the Westlake-Broadmoor Branch Library. This analysis has been prepared in accordance with a cost analysis method developed by the Administrative Analyst in the County Manager's office.

This analysis reflects that portion of total County Library expenditures which are applicable to Daly City. Expenditures distributed to Daly City include not only those for salaries, supplies, periodical subscriptions and other expenditures directly chargeable to the location; but also such services as use of County owned book stock, cataloging, book binding, reference and inter-library loan service.

The County Library tax paid by Daly City in 1957/58 was $36,346.27. Total County Library expenditures for library service to Daly City were $39,187.23. The expenditure of $2,840.96 in excess of what was paid by Daly City residents can, of course, be justified only on the basis of use of Daly City library facilities by County residents who live outside of the city limits of Daly City.

A summary of County Library service to Daly City in 1957/58 is enclosed. We are also enclosing an estimate of County Library expenditures at Daly City for the fiscal year 1958/59. We wish to emphasize that this is an estimate only.

Sincerely yours,

Virginia L. Ross
County Librarian

VLR:wb
Enclosures
cc: City Librarian
County Manager
City Manager

Dr. Lionel Farber September 29, 1958

SAN MATEO COUNTY FREE LIBRARY

Financial Statement, Daly City, 1957/58

County Library Expenditures for Daly City (see next page for detailed analysis)			$39,187.23
County Library Receipts from Daly City			
Secured:			
Assessed Valuation:	$35,205,833.00		
Tax rate $0.10			
County Library tax		$35,205.83	
Unsecured:			
Assessed Valuation:	1,374,025.00		
Tax rate $0.083			
County Library tax		1,140.44	
			$36,346.27
County Library Expenditures at Daly City in excess of County Library tax paid by Daly City			$ 2,840.96

Dr. Lionel Farber

September 29, 1958

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1957/58

	Westlake	Daly City	Total
Salaries: Paid directly to Daly City for Salaries of persons included under that city's retirement system. $18,647 budgeted in County Library budget to include new position requested by City Librarian; however, new position not established until February 1958.	$10,505.50	$6,355.98	$16,861.48
Materials & Supplies: Includes office supplies, $446; Periodicals, $277; charging machine rental $100; equipment service & miscellaneous, $33.	363.00	493.00	856.00
Binding and Rebinding: For binding & rebinding volumes from book collections owned by Daly City. Service performed by independent contractor and billed to Daly City by the County at cost.		856.00	856.00
McNaughton Book Rental Service: 14% of total book stock received from service is allocated to Daly City Library; 10.5% to Westlake-Broadmoor Branch; cost of service is allocated in accordance with this percentage distribution.	294.00	412.00	706.00
Cataloging Service: For cataloging & processing of books purchased by City of Daly City; 2024 books @1.38 per book		2,793.00	2,793.00
Capital Outlay	359.56		359.56
Reader Service For supplying and rotating County Library system's books and periodicals and providing general reference service, with the total service expenditure ($54,672.50) distributed on the basis of the proportionate share of books shipped & special requests and inter-library loans processed for branch locations: (Daly City, 3.93%; Westlake, 4.1%).	2,241.57	2,148.63	4,390.20

Dr. Lionel Farber September 29, 1958

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1957/58 (continued)

	Westlake	Daly City	Total
Carried Forward	$13,763.63	$13,058.61	$26,822.24
Technical Service: For selecting, procuring, receiving, cataloging, classifying, marking, binding and repairing books for the County Library system with the total service expenditure ($94,138.67) distributed on the proportionate shares of the County collection housed at the various branch locations: (Daly City 1.42%, Westlake 5.09%)	4,624.83	1,290.22	5,915.05
General Service: For certain unallocable expenditures and general administrative expenditures distributed on the basis of 9.7% of direct branch location expenditures	1,783.59	1,120.82	2,904.41
Colma Branch & Bookmobile service: For service furnished Daly City residents at Colma Branch and Sterling Park Bookmobile stop. (50% of borrowers are Daly City residents)		3,545.53	3,545.53
TOTAL	$20,172.05	$19,015.18	$39,187.23

Dr. Lionel Farber

September 29, 1958

SAN MATEO COUNTY FREE LIBRARY

Estimated Expenditures for Daly City, 1958/59

Salaries	$20,000	
Materials & Supplies	1,000	
Binding & Rebinding	1,000	
McNaughton Book Rental	1,000	
Capital Outlay	750	
Cataloging Service	3,800	
Reader's Service	4,500	
Technical Service	6,000	
General Service	3,000	
Colma Branch & Bookmobile	3,500	
Total (estimate)		$44,550.00

Estimated Receipts, Daly City, 1958/59

Secured:			
Assessed valuation (est.):	$38,000,000		
Tax rate .098			
County Library tax (est.)		$37,240.00	
Unsecured:			
Assessed valuation (est.):	$ 1,500,000		
Tax rate .10			
County Library tax		$ 1,500.00	
			$38,740.00

Dr. Lionel Farber

September 29, 1958

SAN MATEO COUNTY FREE LIBRARY

County Library Services to Daly City, 1957/58

	Daly City	Westlake	Special Coll.	Total
County Books at Library (6/30/58)	1,753	6,277		8,030
No. of Books shipped (7/1/57--6/30/58)	756	1,681	214*	2,651
No. of Books Returned (7/1/57--6/30/58)	962	1,200	214*	2,376
McNaughton Rental Books - (New titles sent 7/1/57--6/30/58)	109	109		**
Special Requests shipped	229	194		746
State & Inter-Library Loans	209	113		322
Volumes Cataloged	2,024			2,024
Titles Cataloged	1,454			1,454
Catalog Cards typed	5,223			5,223
Catalog Cards multi-lithed	1,374			1,374
Total Cards reproduced (Catalog cards & Bookcards)	8,621			8,621
Volumes Bound	390			390
Circulation of County Books	11,559	46,757		58,316

*Summer Recreation Program

** Figure not available

PUBLIC LIBRARY

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

September 5, 1958

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, Calif.

Dear Doctor:

The meeting of the Library Commission on September 10th will be one of the most important meetings of the year.

As you can see from the agenda, decisions on two important topics--the county contract for 1958-59 and the plans and building program for the new Westlake Library--must be made at this meeting.

I am hoping, therefore, that you can attend, thus giving us the benefit of your clear thinking.

Sincerely,

Samuel Chandler

Samuel Chandler

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of September 10, 1958

I. New Business.

A. County Contract for 1958-59.

II. Old Business.

A. Miss Boyd suggested plans for the new Westlake Library.

B. Building program for the new Westlake Library.

C. Discussion of procedure for hiring an architect.

III. Reports.

May, 1958

(Proposed amendments are underlined.)

FRIENDS OF THE DALY CITY LIBRARY

CONSTITUTION AND BY-LAWS

ARTICLE I - Name

The name of this organization shall be FRIENDS OF THE DALY CITY LIBRARY.

ARTICLE II - Purpose

To foster closer relations between the DALY CITY LIBRARY and the citizens of Daly City and environs; to promote knowledge of the functions, resources, services and needs of the Library; to participate in the development of a program for the extension and improvement of the Library services and resources, and to aid in the provision of adequate housing and other facilities for the Daly City Library and its branches.

ARTICLE III - Membership and Dues

Section 1. Membership in this organization shall be open to all individuals, organizations and clubs in sympathy with its purpose.

Section 2. There shall be the following classes of membership and annual dues:

	Annual Dues	
(a) Individual membership	$ 1.00	minimum contribution
(b) Family membership	2.50	" "
(c) Firm or organization	5.00	" "
(d) Patron	25.00	" "

Charter members shall be those who affix their signature to the Constitution and By-Laws on or before the first day of May, 1956, and qualify in any of the above classes of membership.

Dues for Individual and Family members are annual and are due and payable on or before the first day of June of each year; in the case of Firm or Organization members and Patrons, dues are annual from the date of joining and are due and payable on each anniversary date thereafter. Dues shall be considered delinquent and membership terminated if not paid within sixty (60) days after due-date as set forth in this paragraph.

In the event an Individual or Family joins Friends of the Daly City Library during the period February 1 through May 1 of any year, such person or family shall be deemed a paid up member through the ensuing fiscal year.

Section 3. Each membership of (a) (c) and (d) is entitled to one vote only per membership. Each Family membership is entitled to one vote for each family member over the age of eighteen (18) years.

Section 4. The fiscal year of this organization shall be from June 1 to May 31 of each and every year.

ARTICLE IV - Officers

Section 1. The officers of this organization shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and four (4) Directors.

Section 2. Officers shall be nominated by a committee of five (5) chosen by the Executive Board. The nominations shall be submitted in writing to the membership two weeks prior to the annual meeting. Additional nominations may be made from the floor at the annual meeting with the consent of the nominee.

Section 3 Officers shall be elected by majority vote of those members present at the annual meeting. The term of officers shall be for one year, or until their successors have been elected, and shall begin immediately following the annual meeting.

The office of Parliamentarian shall be filled by the immediate Past President of Friends of the Daly City Library. If such immediate Past President cannot or will not serve in this office and shall so state immediately prior to expiration of the term of office as President, then the office shall be filled through nomination and vote in the same manner as all other offices of the organization.

Section 4. Vacancies shall be filled by appointment by the Executive Board until the next regular elections.

ARTICLE V - Duties of Officers

Section 1. The officers shall have the usual duties and authority exercised by officers of non-profit social organizations.

Section 2. The President shall appoint special committees when authorized by the Executive Board, and shall be an ex-officio member of all committees, except the Nominating Committee. The President shall sign all checks with the Treasurer.

Section 3. The Vice President shall serve as President in the absence of the President.

Section 4. The Recording Secretary shall keep the minutes of the meetings of the membership and of the Executive Board, and shall keep the records of the organization and a roll of the members.

Section 5. The Corresponding Secretary shall send out the notices of all meetings, and shall conduct the correspondence of the organization, except when otherwise provided.

Section 6. The Treasurer shall collect all dues, receive and deposit all other monies, sign checks with the President, render a financial report at each Executive Board meeting and each Annual Meeting and at other times when called upon, and disburse funds on approval of the Executive Board.

ARTICLE VI - Executive Board

Section 1. The Executive Board shall consist of the officers and directors of the organization and the chairmen of the Standing Committees. Members of the Daly City Library Commission may serve as ex-officio members of the Executive Board without vote.

Section 2. The Executive Board shall be the governing body of this organization.

Section 3. The Executive Board shall hold a minimum of eight (8) monthly meetings during each fiscal year. Special meetings may be called by the President, and must be called by the President upon written request of any five (5) members of the Executive Board (exclusive of ex-officio members).

Section 4. A majority of the members of the Executive Board shall constitute a quorum (exclusive of ex-officio members).

ARTICLE VII - Standing Committees

Section 1. The following Standing Committees shall be appointed annually by the Executive Board:

1. Hospitality Committee
2. Program and Arrangements Committee
3. Membership Committee
4. Publicity and Public Relations Committee
5. Projects Committee
6. Ways and Means Committee

ARTICLE VIII - Meetings

Section 1. This organization shall hold at least two (2) regular meetings a year. Special meetings may be called by the Executive Board.

Section 2. The annual meeting for the purpose of election of officers shall be held on a date in the month of May, to be determined by the Executive Board. Members shall be notified in writing at least two weeks prior to the date of the annual meeting.

Section 3. Fifteen (15) paid up members shall constitute a quorum at any meeting of the membership.

ARTICLE IX - Amendments

Section 1. Amendments to this Constitution and By-Laws may be made at any meeting of the general membership by a two-third vote of those members present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place, such notice to include a copy of the proposed amendments.

Section 2. Any member may propose an amendment to this Constitution and By-Laws; however, such proposed amendment must be submitted in writing to the Secretary of the Executive Board who will present same to the Board at its next ensuing regular meeting so that it may be properly processed in accordance with the provision set forth in Section 1 of this Article.

ARTICLE X - Parliamentary Procedure

Robert's Rules of Order, Revised, when not in conflict with this Constitution and By-Laws, shall govern the proceedings of this organization.

PUBLIC LIBRARY

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

August 19, 1958

Dr. Lionel Farber
159 Wilshire Ave.
Daly City , Calif.

Dear Dr. Farber:

In order that we may reimburse you for your registration for the A. L. A. Convention in San Francisco, we will need your signature on the two attached forms. For your convenience we have enclosed a self-addressed stamped envelope.

We trust you and your family had a pleasant vacation!

Sincerely yours,

Samuel Chandler

Samuel Chandler

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441, EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

August 15, 1958

Dr. Lionel Farber, Chairman
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

In preparation for drawing up a new contract for Library service to Daly City for 1958-59, I have reviewed the 1957-58 agreement. It appears that the new contract will be substantially the same with only a few changes to up-date the agreement for this year.

A list of suggested changes follows:

Page 2, Section 2. Length of agreement:

Effective dates would be changed to cover the period from July 1, 1958 to June 30, 1959.

Page 2, Section 5 a). Cataloging and processing of books:

I believe that the wording of this section should be changed to differentiate between books purchased and books acquired as gifts. We would of course expect to catalog all books purchased by Daly City. However, in order to plan any sort of work program and estimate cataloging and processing supplies required, it seems that some top limit should be placed upon the number of gift books which the County Library can be expected to catalog and process. I would suggest that this maximum be set at 1,000. This seems to be a figure that would not be too restrictive for Daly City, and yet sets a limit which the County should be able to handle.

Page 4, Section 5 f). Resource Service:

Figure for County Library book stock to be changed to 150,000 volumes.

Page 4, Section 5 (g). Number of books:

I believe this figure of 7,000 should remain unchanged in view of the unpredictable fluctuations in inventory due to shipments and returns.

Page 4, Section (i). Report:

Date to be changed to October 1, 1959.

Page 4, Section 7. Payments for services:

Suggest that all payments be covered under Section 7 (a) General. Total payment to be $20,000; to be divided as follows:

$10,000 to be paid on or before the 10th day of January 1959;
$ 5,000 to be paid on or before the 10th day of April, 1959;
$ 5,000 to be paid on or before the 10th day of July, 1959.

Page 6, Section 8. Bindery Costs:

Amount to be increased to $1,000.

Page 6, Section 9. Rental of Charging Machine.

The County Library request for a new type of charging machine was not approved in the County Library budget. Therefore, we will continue to use the present charging system in both Westlake-Broadmoor Branch and the Daly City Library at Mission Street, and there will be no change in the provisions of this section.

There may be other changes which you would like to suggest, and I would be happy to meet with the commission if you wish me to.

Sincerely yours,

Virginia L. Ross

VIRGINIA L. ROSS
County Librarian

VLR:wb
cc: Library Commissioners
Mr. Chandler

DALY CITY LIBRARY COMMISSION: AGENDA

Meeting of August 6, 1958

A. Minutes of last meeting

B. Old Business:

1. Discussion of the procedures for hiring an architect, letting a contract, etc. for the Westlake Branch Library.

2. Discussion of a timetable for the building of the Westlake Branch Library

C. New Business:

1. Discussion of a library site in the McKeon Addition to Daly City.

2. Discussion of a new fine schedule, a new ~~fine~~ schedule of charges for request, and a new schedule for lost books.

173000
69200

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
August 6, 1958

MEMBERS PRESENT: Dr. L. Farber, Frank DeMartini, Desmond Epidendio, and Maude Hanselman

MEMBERS ABSENT: Dan Casentini

GUESTS: Sam Chandler, City Librarian, George Watts, Acting City Manager and Mr. and Mrs. Calhoun

The regular meeting of the Daly City Library Commission was held on Wednesday, August 6, 1958 at the City Hall at 8:10 P. M.

Mr. Chandler distributed the monthly librarian's report and the agenda.

The minutes of the meeting of July 9 were read and approved.

There was a general discussion of the hiring of an architect and some suggestions about the new building. Mr. Calhoun and Mr. Chandler will draw up some preliminary plans and will bring the rough sketches to the next commission meeting in September.

The Commission is in favor of the city's buying a site for a future library in the southern part of the city before it is completely built up with homes. The site should be large enough for a parking area. Mr. Watts will see that the Commission has a map of the new tracts. It was suggested that the next meeting be devoted to the selection of a southern site.

Mr. Chandler told the Commission that he thought the 2¢ fine for overdue books was too small and suggested it be raised to either 4¢ or 5¢ per day. Another plan of a 2¢ fine for 5 days and 5¢ fine per day thereafter was offered. The Commission will study the problem and come to a decision later.

The Commission recommended that the price of a lost book, plus fines, plus $1 handling costs be the charge for lost books. A new book of equal value may be accepted plus $1.

In March the Commission had recommended that a non-resident fee of $3 on a per capita basis be charged for out of county residents and other towns not affiliated with the San Mateo County Library. The City Manager was to study this problem and as no further word was heard, the Commission again makes this same recommendation.

It was moved by Mr. DeMartini and seconded by Mr. Epidendio that those of the library staff who attended the A.L.A. Conference in San Francisco

in July have their registration fee refunded. This was passed unanimously and also included Dr. Farber's registration fee of $5.

A letter was read from Mr. Irick asking if the Sea Scouts of Daly City could rent the Westlake Library site for a Christmas tree lot. The Commission recommended that the city allow the use of the lot for this purpose. The City will notify the Scouts.

The meeting was adjourned at 10:00 P. M.

Respectfully submitted,

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION

DALY CITY PUBLIC LIBRARY

August, 1958

BOOK STOCK:

Books added, August 1-31, 1958	83	
Books discarded, August 1-31, 1958	127	
Net gain	44	
Book stock, July 31, 1958	16,583	
Total book stock, August 31, 1958	16,627*	Daly City books only.

NEW BORROWERS REGISTERED:

	August, 1957	August, 1958
Adult-Resident	57	53
Adult-Non resident	4	6
Juvenile-resident	43	55
Juvenile-non resident	2	4
Total registrations	106	118

REREGISTRATION:

Adult	8	4
Juvenile	5	12
Total reregistrations	13	16

WITHDRAWALS:	July 31, 1958	August 31, 1958
Adult	31	54
Juvenile	34	24
Total withdrawals	65	78

Total number withdrawals up to August 31, 1958....8,074.

FINES:

Daily fines	$106.96
Lost books	6.96
Non-resident fees	6.00
Total	$119.92

Days open.....26.

Reference questions....220.

CIRCULATION: DALY CITY PUBLIC LIBRARY

	August, 1957		August, 1958	
Adult fiction (city)	1,495		1,716	
Adult fiction (county)	389		334	
Total adult fiction		1,884		2,050
Adult non-fiction (city)	1,074		1,374	
Adult non-fiction (county)	160		267	
Total adult non-fiction		1,234		1,641
McNaughton titles (county)	184		160	
Total adult circulation		3,712		3,841
Juvenile (city)	1,696		2,427	
Juvenile (county)	222		179	
Total juvenile circulation		1,918		2,606
Periodicals	547		516	
Pamphlets	8		9	
Pictures	93		86	
State and Interlibrary loans	13		20	
Total Circulation		5,831		7,088

The total circulation of County books (940) represents13.3% of the total circulation for the month of August, 1958.

COMBINED CIRCULATION:

Daly City Main	5,831	7,088
Westlake-Broadmoor Branch	6,286	7,488
Grand total circulation	12,117	14,576

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	August, 1957	August, 1958
Adult-resident	79	81
Adult-non resident	13	20
Juvenile-resident	53	49
Juvenile-non resident	12	23
Total registrations	156	173

REREGISTRATIONS:

Adult	5	5
Juvenile	0	18
Total reregistrations	5	23

WITHDRAWALS:

	July 31, 1958	August 31, 1958
Adult	18	26
Juvenile	31	14
Total withdrawals	49	40

Total number withdrawals up to August 31, 1958....5,049.

FINES:

Daily fines.....$120.20

Lost books/..... 00000

Total.....$120.20

Days open. . . . . .26. Reference questions. . . . .45.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	August, 1957		August, 1958	
Adult fiction (city)	212		257	
Adult fiction (county)	1,696		1,948	
Total adult fiction		1,908		2,205
Adult non-fiction (city)	129		174	
Adult non-fiction (county)	719		946	
Total adult non-fiction		848		1,120
McNaughton titles (county)	237		237	
Total adult circulation		2,993		3,562
Juvenile (city)	1,963		2,258	
Juvenile (county)	975		1,119	
Total juvenile circulation		2,938		3,377
Periodicals	339		531	
Pamphlets	2		15	
State and interlibrary loans	14		3	
Total circulation		6,286		7,488

The total circulation of County books (4,781) represents 63.7% of total circulation for the month of August, 1958.

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
July, 1958

BOOK STOCK:

Books added, July 1 - 31, 1958	223
Books discarded, July 1 - 31, 1958	12
Net gain	211
Book stock, June 30, 1958	17,228
Total book stock, July 31, 1958	17,439*

*Daly City books only.

NEW BORROWERS REGISTERED:

	July, 1957	July, 1958
Adult - Resident	76	97
Adult - Non resident	9	5
Juvenile - resident	46	91
Juvenile - Non resident	0	1
Total registrations	131	194

REREGISTRATION:

Adult	6	2
Juvenile	12	6
Total reregistrations	18	8

WITHDRAWALS:

Adult	8,034*	31
Juvenile		34
Total withdrawals		65

*This figure represents total number withdrawals up to July 1, 1958.

FINES:

Daily fines	$125.47
Lost books	7.75
Total fines	$133.22

CIRCULATION: DALY CITY PUBLIC LIBRARY

	July, 1957		July, 1958	
Adult fiction (city)	1,480		2,025	
Adult fiction (county)	338		281	
Total adult fiction		1,890		2,323
Adult non-fiction (city)	1,025		1,486	
Adult non-fiction (county)	169		255	
Total adult non-fiction		1,194		1,741
McNaughton titles (county)	184		151	
Total adult circulation		3,268		4,215
Juvenile (city)	1,982		3,045	
Juvenile (county)	277		228	
Total Juvenile circulation		2,259		3,273
Periodicals	511		659	
Pamphlets	12		3	
Pictures	93		125	
State and Interlibrary loans	15		21	
Total Circulation		6,158		8,296

The total circulation of County books (953) represents 11.4% of the total circulation for the month of July, 1958.

Days open.....26 Reference questions.....38.262

COMBINED CIRCULATION:

Daly City Main	6,158	8,296
Westlake-Broadmoor Branch	7,034	8,418
Grand total circulation	13,192	16,714

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	July, 1957	July, 1958
Adult - Resident	91	100
Adult - Non-resident	13	25
Juvenile - Resident	85	84
Juvenile - Non-resident	28	28
Total registrations	217	237

REREGISTRATIONS:

Adult	11	5
Juvenile	6	2
Total reregistrations	17	7

WITHDRAWALS:

	4,728*		
Adult		18	
Juvenile		31	
Total withdrawals , July 31, 1958			4,777

*This figure represents total number withdrawals up to July1, 1958.

FINES:

Daily fines	$106.21	
Lost books	4.00	(city)
Total	$110.21	

Days open . . . . . 26.

Reference questions. . . . . 38.

CIRCULATION: WESTLAKE-BROADMOOR BRANCH

	July, 1957		July, 1958	
Adult fiction (city)	210		273	
Adult fiction (county)	1,661		1,973	
Total adult fiction		1,871		2,246
Adult non-fiction (city)	127		178	
Adult non-fiction (county)	729		964	
Total adult non-fiction		856		1,142
McNaughton titles (county)	262		244	
Total adult circulation		2,989		3,632
Juvenile (city)	2,394		2,869	
Juvenile (county)	1,233		1,346	
Total juvenile circulation		3,627		4,215
Periodicals	403		561	
Pamphlets	5		3	
State and interlibrary loans	10		7	
Total circulation		7,034		8,418

The total circulation of County books (5,098) represents 60.5% of the total circulation for the month of July, 1958.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
September 10, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini

MEMBERS ABSENT: Dan Casentini, Maude Hanselman, Desmond Epidendio

GUESTS: Sam Chandler, City Librarian, Mrs. Calhoun, Miss Virginia Ross, County Librarian and Miss Boyd, Library Consultant

Discussion was held about the county contract. Books can be rented from McNaughton Co. and later purchased if desired, very reasonable price for rentals.

The library processing costs were discussed and changes approved. It was reported that the County did not approve changing to the Bro Dart system of checking books. This system as a short cut method was discussed by Miss Ross and Miss Boyd. All other changes in the 1958-59 contract were approved.

The new library site was discussed. Mr. Chandler gave a program giving size specifications. The discussion of the report brought out that the Westlake Library will be the main library of Daly City and should be built with expansion in mind for future growth of the city. He stated that his report was composed from a survey of a Citizen's fact finding report. Miss Boyd requested a copy of the Citizen's Fact Finding Report. The new library is to have 7,500 square feet. Earphones were suggested for use of hearing records in stead of building a Listening Room which would require supervision.

Miss Boyd stated that the meeting room and rest rooms should be able to be closed off from the rest of the library and that the rest rooms should be in full view of desk to avoid trouble. She also suggested that the meeting room should have space for a projector. Her othere suggestions were that one entrance is much better than two, that no wall is necessary between storage and work room, that partitions should be stacks rather than walls, that librarian's office should have outside door, that large workroom is not necessary as books in future will probably be cataloged when purchased.

The architects should draw up the plans. The building should be started in July, 1959 and completed during the next fiscal year. The Librarian and city engineer should select three or four architects and the the Library Commission will interview and decide which one is best.

The Library Commission and planning Commission should get together and decide on future library sites. Bookmobiles will

probably be sufficient but sites should be obtained now to be safe. The land could always be sold later if not needed.

Respectfully submitted,

MRS. OTIS CALHOUN
Acting Secretary

The order of business shall be:

a) Roll call
b) Reading of the minutes
c) Reading and authorizing of bills
d) Report of the Librarian
e) Monthly financial statement
f) Other reports
g) Old business
h) Communications
i) New business
j) Adjournment

April 24 - Special meeting

P-regular
T-extra help

Utilities	100
Binding	140
Telephone	150
Mileage fund Travel	160
Care of buildings	200
Care of equipment	210
Rent	220
County services	240
Books	310
Periodicals	315
Supplies & postage	370
Miscellaneous	400
Insurance & bonds	500
Travel Dues & meetings	570

Land	600
Buildings	700
Machinery & equipment	900

OFFICE OF THE MAYOR

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

July 31, 1958

Mr. Lionel Farber, Chairman
Library Commission
Daly City, California

Dear Mr. Farber:

In accordance with your letter directed to the City Council for the planning and acquisition of future library sites, the Council has instructed me to meet with your Commission and also with the Friends of the Library and Mr. Samuel Chandler, City Librarian, to lay out a program.

I have contacted Mr. Samuel Chandler to arrange with your Commission, as well as the Friends of the Library, a meeting so that we may get together as soon as possible to formulate these plans.

Yours truly,

George W. Watts

George W. Watts
Acting City Manager

GWW:jh

PUBLIC LIBRARY

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

August 4, 1958

Dr. Lionel Farber
159 Wilshire Ave.
Daly City, Calif.

Dear Dr. Farber:

Due to urgent business, there will be a meeting of the Library Commission this Wednesday, April 6th, at 8:00 P. M. to discuss library site building plans.

We hope you will attend, as this will be a very important meeting and complete attendance is needed.

Sincerely,

Samuel Chandler

Samuel Chandler,
Librarian

BUILDING FACT SHEET

San Luis Obispo Public Library
888 Morro Street
San Luis Obispo, California

Population served: 18,000 (current estimate)

Date of completion: April 1, 1955

Architect: John Badgley, A.I.A.
981 Monterey Street, San Luis Obispo, California

Area

Dimension of site: 110 ft. x 150 ft.
Dimensions of building: 80 ft. x 120 ft.
Square feet of floor area: 10,300 sq. ft.

Costs

NOTE: BIDS OPENED JUNE 2, 1954

Cost of site: approximately $32,000.00 - city owned prior to construction

Cost of building:

Architect	$ 10,399.99
Construction (Including landscaping)	129,405.42
Inspection	2,539.57
Furnishings (Including stacks)	19,989.54
Miscellaneous	2,111.04
TOTAL	$164,445.56

Cost per square foot: $12.56+, based on $129,405.42 figure above

Financing

City financed by a loan from the general building fund, being repaid annually from the Library budget, plus a small Library building fund accumulated over several years

Special features

Type of outside construction: heavy timber glued laminated frame, concrete and plaster, native stone
Type of lighting: fluorescent and incandescent - original lighting now being almost completely replaced with fluorescent area lighting at a projected total cost of $8,000.00.
Type of furniture: steel shelving with wooden end panels, Library Bureau charging desk, blond tables and chairs, colored leather sofas and easy chairs
Type of floor covering: corktile, vinyl tile and brick
Type of heating and ventilating system: forced air radiant hollow floor system
Seating capacity: 95
Book capacity and linear feet of shelving: 34,575 volumes - 4,140 linear feet
Meeting room seating capacity and size: none
Parking facilities for public: city parking lot (metered) across the street, limited on-street parking
Other special features: mezzanine, patio, booklift, attractive staff room, many glass walls, interesting use of building materials, Californiana room, vertical venetian blinds, ramp to second floor, smoking area

1/30/58